



# PARENTS: MAKING IT WORK AT WORK

## A New Parent's Guide for Returning to Work

The University of Iowa strives to provide an environment where employees becoming new parents are treated fairly during pregnancy, upon their return to work, and beyond to allow them the ability to be successful in their professional lives and to provide a supportive work-life balance.

**IOWA**

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Human Resources

# BEST PRACTICES



Thank you for supplying a pump and a comfortable space. It really made a difference in increasing the likelihood of meeting my nursing goals.

- UI Employee



## Preparing for Leave

Communication is key to ensure your preparation for and transition to parental leave goes as smooth as possible. As early as you are comfortable, communicate the exciting news with your supervisor. This will give you both ample time to plan for any coverage needed while you are on leave.

It is also important to contact your local HR representative for guidance on using leave accruals for doctor's appointments leading up to the birth, and your parental leave period following the baby's birth. Your HR Representative can connect you with Faculty and Staff Disability Services for consultation on protected leave under the Family & Medical Leave Act.

## Returning From Leave

Returning from parental leave can be overwhelming. New parents are encouraged to explore the Parental Leave Policies and Best Practices website for resources that will help ease the transition from parental leave to working parent.

[hr.uiowa.edu/support/faculty-and-staff-disability-services/parental-leave](http://hr.uiowa.edu/support/faculty-and-staff-disability-services/parental-leave)



# WORK. PUMP. REPEAT.

## Break Time for Nursing Parents

New parents are encouraged to contact their supervisor when returning from leave to discuss lactation breaks. Open communication is very important to ensure the smoothest transition as new parents return to work. We understand that these conversations can be uncomfortable. For further guidance, please contact Family Services.

## On-Campus Lactation Rooms

University of Iowa lactation room locations and contacts are listed alphabetically on the family services website. If there is not a designated lactation room in close proximity to your work area, please contact [familyservices@uiowa.edu](mailto:familyservices@uiowa.edu) to discuss alternative options for lactation space.

## Breast Pumps and Accessories

**Medela Symphony** breast pumps are available in many of the on-campus lactation rooms. This information is indicated in the online room listing.

**Personal tubing** for these pumps can be found via online retailers.

## Rights as a Working Parent

The Fair Labor Standards Act (FLSA) requires employers to provide:

- Reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth each time such employee has the need to express milk
- A place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and public, which may be used by an employee to express milk

The University of Iowa is committed to helping new parents ensure FLSA is followed and supported.

## UI Lactation Rooms



# NEW PARENT RESOURCES

## **Regular and Back-Up Child Care Resources**

Our local childcare landscape is constantly evolving. The Just-In-Time Child Care webpage is updated regularly with information about local child care referral resources, and options for back-up or occasional child care.

## **Adding a New Dependent to your UI Health Plan (Faculty and Staff Only)**

To add a dependent to your insurance, a Benefits Change Request must be made in Employee Self-Service within 60 days of a birth or adoption. Once a request (step 1) is made, further instructions will be provided via email to complete the enrollment (step 2) and dependent eligibility verification (step 3). All three steps must be completed for dependent to be successfully added to your insurance.

## **Catastrophic Leave Options**

The Catastrophic Leave Program is designed to assist eligible faculty and staff members who have exhausted all of their paid leave due to catastrophic illness or injury, including the birth of a child. Options are available to receive donations directly from eligible employees or through an anonymous donation pool.

## **Student Parent Resources**

### **Student Child Care Subsidy**

The University of Iowa Child Care Subsidy Program provides financial assistance to eligible undergraduate and graduate students with children. Student parents can apply for one of two types of child care subsidy accounts.

### **Final Exams Child Care**

Free, safe and quality child care is provided during final exams for student parents to achieve academic success.

## **Leave Resources for Well Child Visits & Child Illness**

Contact your local HR representative for guidance on using leave accruals for doctor's appointments, including both well child check-ups and visits for child illness.

## **Work Arrangements**

Work Arrangements may provide the flexibility necessary to balance the demand of work and caring for your family. Talk with your supervisor to learn about options that may work for you and your department.

## **UI Employee Assistance Program: One-On-One Counseling**

UI EAP offers a confidential counseling program to University of Iowa faculty and staff and their families.

## **liveWELL Health Coach Services**

Faculty and staff can meet with a Health Coach one-on-one, as well as attend workshops such as *Juggling it All: Strategies for Busy Families*.

## **UI Health Care Breastfeeding Clinic**

The Breastfeeding Clinic provides support and guidance to parents with breastfeeding questions, feeding difficulties, or concerns related to breastfeeding at work.

## **Dependent Care Flexible Spending Account**

The Dependent Care Spending Account allows you to deposit up to \$5,000 per household into a tax-free account to be used for eligible dependent care expenses – depending on your tax filing status.