

UC Irvine Graduate Division Procedures for Childbirth Accommodation Fund and Child Care Reimbursement Fund

Eligibility

Women graduate students appointed as Teaching Assistants and Graduate Student Researchers at a minimum of 25% time for the quarter may be excused from their duties for the birth of a child for a maximum of four weeks without loss of financial support.

Childbirth Accommodation Fund

In order to charge up to four weeks of salary for a student with an eligible TA or GSR appointment to the central Childbirth Accommodation Fund, the following procedures must be followed:

1. The student's academic or hiring unit must submit a completed Petition for Childbirth Accommodation Funding to the Graduate Division at least 30 days prior to the beginning of the Leave.
2. The Petition will be reviewed in the Graduate Division and, if approved, a copy will be returned to the academic/hiring unit with an approved account/fund that the unit will charge for the student's ASE or GSR salary for a maximum of four weeks. Please note that the paid leave only extends to the end of the student's appointment as appropriate.
3. The Graduate Division will monitor all charges to the Childbirth Accommodation Fund.

Note: This benefit is extended to salaried ASE or GSR positions only; students appointed as Readers or Tutors (which are hourly positions) are not eligible for this benefit as consistent with Article 17 of the ASE/UAW contract with the University.

Child Care Reimbursement Fund

Article 4 of the University of California's ASE collective bargaining agreement with the UAW established a Child Care Reimbursement provision for eligible ASEs effective July 1, 2008. Each eligible ASE shall receive up to \$300 per academic quarter for eligible child care expenses incurred during the ASE's appointment period in the regular academic year, up to a maximum of \$900 per year in reimbursement. The Child Care Reimbursement program is for ASEs only and is not being extended to students in GSR appointments.

An eligible ASE is a registered student with at least a 25% ASE appointment who has (a) qualified dependent(s). For the purposes of this program, qualified dependents shall include non-school age children in the custody of the ASE.

The Child Care Reimbursement will be paid through payroll as taxable earnings to the ASE. An employee must have had a valid ASE appointment for a minimum of 25% time for the duration of the term for which reimbursement is submitted. (Summer is not an eligible term for reimbursement.)

In order to charge the Child Care Reimbursement Fund for the reimbursement, the following procedures must be followed:

1. At the end of a quarter, or when the maximum reimbursement amount has been reached during the term, the ASE completes an Exclusively Represented Academic Student Employee (ASE) Child Care Reimbursement Form (UBEN 254), available at http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/uben254.pdf , and submits it with applicable child care provider receipt(s) to his/her hiring departmental personnel officer. The UBEN 254 form, a factsheet and FAQs are available on the UCOP At Your Service webpage under Forms and Publications, at: http://atyourservice.ucop.edu/forms_pubs/checklists_factsheets/ase_reimburse_factsht.pdf Reimbursement requests for expenses must be submitted after the expenses are incurred and should be submitted no later than the last day of the following term. The ASE will be required to certify on the reimbursement form that the expense is not being claimed under both the ASE Child Care Reimbursement and the ASE Dependant Care programs.
2. Once a UBEN 254 has been submitted, the hiring department personnel office certifies that the form is complete, that the employee has/had an appropriate appointment as an ASE and that the applicable documentation is attached, and an authorized departmental official signs the form.
3. The hiring department must send a copy of the completed and certified UBEN 254 form to the Graduate Division at least two weeks prior to inputting the reimbursement into the payroll system. The Graduate Division will review the form and, if approved, will e-mail the departmental contact person with an account/fund to input in the payroll system for the child care reimbursement.
4. The Graduate Division will monitor all charges to the Child Care Reimbursement Fund.

Note: Two ASE employees may not each claim the credit for the same provider care for an eligible child unless the provider care exceeded the term dollar limit of \$300 per quarter or \$450 per semester. The second ASE employee may claim the additional expense reimbursement. For example, if the reimbursable amount for child care totals \$1,100 in the academic year, the first ASE may claim \$900 and the second ASE may claim \$200. An ASE employee who is eligible for the ASE Dependent Care program in 2009 cannot submit receipts for the same expense for both ASE Child Care Reimbursement and ASE Dependent Care program.

Payment for the Child Care Reimbursement program will normally be in the same form as the ASE normally receives pay, i.e. check or electronic deposit. If an ASE employee is no longer actively employed at the time of the reimbursement then a paper check will be issued.

Policy Notes: Childbirth Accommodation Fund

General: The maximum of four weeks paid leave extends only during the time a student holds an appointment. For example, if a student has an eligible TA or GSR appointment for Winter but not for Spring quarter and takes the last two weeks of Winter quarter as paid leave, the student would not receive another two weeks of paid leave during Spring unless the student also had an eligible appointment during that time period.

GSRs:

1. If it is necessary to hire a replacement while the GSR is on Childbirth Leave due to project deadlines, the replacement's salary shall be charged to the same hiring unit funding source that was originally paying the salary of the student on Childbirth Leave.
2. As the maximum time a GSR may be on paid leave is four weeks, fee/tuition remission for the replacement should not be necessary. Fee/Tuition remission for the student on Leave will remain charged to the account/fund that the student was originally paid from before the student went on Leave. In no case is fee/tuition remission to be charged to the Childbirth Accommodation Fund.
3. If a student appointed as a replacement has an existing GSR appointment which, combined with the replacement appointment add up to 25% time for the entire duration of the quarter, the remission will be charged to the salary funding source(s) according to existing campus remission policy.
4. It is not allowable for a replacement GSR to work more than 50% time.

TAs:

1. If academic needs compel that a TA replacement be hired temporarily, the replacement's salary is to be charged to the same hiring unit funding source that was originally paying the salary of the student on Childbirth Leave.
2. As the maximum amount of time a TA may be on paid leave is four weeks, partial fee remission for the replacement should not be necessary and a replacement is not allowed to work beyond a maximum of 100 hours.
3. If a student appointed as a replacement has an existing ASE appointment which, combined with the replacement hours add up to 110 hours or more of assigned workload, the hiring unit is responsible for paying the student's partial fee remission and the remission will be charged to the hiring unit's TA Remission budget.
4. Partial Fee Remission for the student on Leave will remain charged to the hiring unit's TA Remission budget. In no case is fee remission to be charged to the Childbirth Accommodation Fund.
5. It is not allowable for a replacement TA to work more than 50% time.
6. Only students in salaried ASE appointments (Teaching Assistants, Teaching Associates) are eligible for this benefit. Students with hourly ASE appointments (i.e., Readers and Tutors) are not eligible per Article 17 of the ASE/UAW contract with the University.