The University of Arizona (UA) is committed to the success of its faculty and staff and provides family-friendly benefits, services, and policies to support our employees’ diverse family needs. In addition to a generous package of health, educational, and financial benefits, the UA also offers resources for dependent care, employee assistance, and wellness, and work/life initiatives designed to optimize resiliency, workplace productivity, and wellbeing.

**Employee Assistance Service**

EA professional staff work with you to enhance your emotional and mental health, well-being, and job performance. Through thoughtful and innovative services, benefits-eligible employees can identify strengths, develop steps to resolve problems, and build resiliency to enhance their personal and professional life.

www.lifework.arizona.edu/ea

**Work/Life Integration**

**Resource and Referral.** Consultations to help identify work/life strategies and develop a flexible work arrangement proposal using the Flexible Work Arrangements Guide.

lifework.arizona.edu/wls

**Childcare & Family Resources**

**Resource and Referral.** Consultations to help identify relevant childcare issues, program options and seasonal resources for families with children and youth.

lifework.arizona.edu/cc

**Financial Assistance.** As a UA benefits-eligible employee, you have access to two financial assistance programs:

- The [Childcare Voucher Program](https://www.lifework.arizona.edu/ea) is a reimbursement program designed to help you pay for qualifying childcare expenses occurring in Arizona.
- The [Sick Child and Emergency/Back-Up Care Program](https://www.lifework.arizona.edu/ea) is a University-subsidized benefit that provides you access to at-home childcare under sick and emergency care situations. This program is offered through community vendors in the greater Tucson and Phoenix areas.

Credit: Paul O'Mara
Lactation Resources. Life and Work Connections (LWC) professionals collaborate with campus partners to develop and promote lactation spaces, changing tables, and provide you with valuable lactation resources. Click here for details.

www.lifework.arizona.edu/cc

Paid Parental Leave

In support of the University’s commitment to being a family-friendly employer, effective July 1, 2014, the University of Arizona now offers up to 6 weeks of paid parental leave following the birth or adoption of a child.

This leave is available to parents who are benefits eligible, and have been employed by the University for at least 12 months prior to the commencement of the requested leave. If both parents are UA employees, both are entitled to take 6 weeks leave.

www.hr.arizona.edu/paid_parental_leave

Tenure Clock Delay

While holding a University tenure-eligible appointment, a faculty member may request a one-year “parental delay” of the tenure clock. When approved, parental delays push third-year and tenure-status reviews one year later.

Delays may be granted twice during an individual’s tenure eligible appointment period, if the appointee becomes a parent by the birth or adoption of a second child.

Family Medical Leave

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees the right to take a job-protected leave of absence for qualifying personal or family medical reasons while maintaining benefits. Additional leaves of absence options may be available at the discretion of your department. Click here for more information on additional leaves of absences.

To be eligible for FML, you must have twelve or more months of cumulative service with the UA and have worked 1,250 hours during the 12 months prior to the start of the leave.

The chart on the on page 4, lists when you can take FML, how you may get paid during that time and any work alternatives that may be available.
### Qualifying Reasons for Family Medical Leave (FML)

<table>
<thead>
<tr>
<th>Reason</th>
<th>Length of Leave</th>
<th>Possible Pay Options **</th>
<th>Work Alternatives **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth of your child or placement of a child with you for adoption or foster care</td>
<td>Up to 12 weeks</td>
<td>Parental leave&lt;br&gt;Accrued sick leave&lt;br&gt;Accrued vacation leave&lt;br&gt;Short term disability (for birth of a child, mother only)</td>
<td>Intermittent Leave&lt;br&gt;Temporary Alternative Duty Assignment&lt;br&gt;Transitional Arrangement</td>
</tr>
<tr>
<td>Your own serious health condition</td>
<td>Up to 12 weeks</td>
<td>Short term disability&lt;br&gt;Accrued sick leave&lt;br&gt;Accrued vacation leave&lt;br&gt;Workers compensation&lt;br&gt;Compassionate transfer of leave</td>
<td>Intermittent Leave&lt;br&gt;Temporary Alternative Duty Assignment&lt;br&gt;Transitional Arrangement</td>
</tr>
<tr>
<td>To care for a spouse, child or parent with a serious health condition</td>
<td>Up to 12 weeks</td>
<td>Accrued sick leave&lt;br&gt;Accrued vacation leave&lt;br&gt;Compassionate transfer of leave</td>
<td>Intermittent Leave&lt;br&gt;Temporary Alternative Duty Assignment&lt;br&gt;Transitional Arrangement</td>
</tr>
<tr>
<td>For a qualifying exigency tied to active duty or notice of impending active duty of your spouse, child or parent</td>
<td>Up to 12 weeks</td>
<td>Accrued sick leave&lt;br&gt;Accrued vacation leave</td>
<td>Transitional Arrangement</td>
</tr>
<tr>
<td>For care of your spouse, child, parent or other relative (if you are next of kin) who is receiving treatment for or recovering from a serious illness or injury incurred in the line of active military duty</td>
<td>Up to 26 weeks</td>
<td>Accrued sick leave&lt;br&gt;Accrued vacation leave&lt;br&gt;Compassionate transfer of leave</td>
<td>Intermittent Leave&lt;br&gt;Temporary Alternative Duty Assignment&lt;br&gt;Transitional Arrangement</td>
</tr>
</tbody>
</table>

** Additional information on Possible Pay Options and Work Alternatives listed in the chart above:

- **Paid Parental Leave** provides eligible employees up to six weeks of paid leave upon the birth or adoption of a child.
- **Short Term Disability** provides a weekly benefit to partially replace income lost during periods of disability such as pregnancy or illness. Short Term Disability premiums are employee paid.
- **Compassionate Transfer of Leave** provides donated vacation hours to employees who are unable to work due to their own catastrophic personal illness or injury, or because they need to be the primary caregiver for someone who experienced a catastrophic illness or injury.
- **Temporary Alternative Duty Assignment** For a period of up to 16 weeks, an eligible employee may request to receive a temporary assignment of alternative duties that will make it possible for him/her to remain actively employed at the University due to the birth and care of a newborn child, the placement of a child with the employee for adoption or foster care, or to provide temporary care to a spouse/domestic partner, child or parent with a serious health condition.
- **Transitional Arrangement** offers a way to return to a full work schedule following a leave of absence. It allows a work schedule of reduced hours for a limited period of time. Hours change gradually so that the employee can phase back in to work.
Flexible Spending Account

As a UA benefits-eligible employee, you can use a Flexible Spending Account (FSA) to pay for dependent or health care expenses with pre-tax money.

www.hr.arizona.edu/fsa_information

Qualified Tuition Reduction

Eligible employees and their qualifying dependents can attend the University of Arizona, Arizona State University, or Northern Arizona University at reduced tuition rates.

www.hr.arizona.edu/qualified_tuition_reduction

Employee Emergency Fund

The University of Arizona Employee Emergency Fund (EEF) has been established to provide another opportunity to offer support to colleagues who face an unexpected, temporary financial hardship, such as rent, utilities, or other essential expenses, as a result of sudden illness, a family crisis, or a natural disaster. Awards are contingent on adequate contributions to the fund and the other requirements set forth within the application.

www.uacares.arizona.edu/eef

Domestic Partner Benefits

The University of Arizona provides medical, dental and vision insurance as well as tuition discounts to domestic partners of benefits-eligible University employees.

www.hr.arizona.edu/benefits

Elder Care & Life Cycle Resources

Individual Consultations. Caring for an aging adult? Connect with an LWC professional to access the resources you need and develop personalized care strategies for you and your loved ones. Consultations include a comprehensive caregiver resource guide.

www.lifework.arizona.edu/ec

The Division of Human Resources is ready to assist you with your family-related needs, such as health benefits, financial security, wellness, and more. Please call, email, or visit our website at www.hr.arizona.edu today.

Division of Human Resources
(520)621-3662 or hrinfo@email.arizona.edu

Benefits Administration
www.hr.arizona.edu/benefits or Health Benefits at (520) 621-3662—option 3, or Financial Security at (520) 626-1854

UA Life & Work Connections
www.lifework.arizona.edu or (520) 621-2493