A new Parent Guide
Transitional Care for you and your family

Introducing a new child into your life brings many changes – and it takes a community. We’re here to support you and your family through this exciting transition.
● Create your childcare plan: Schedule a customized consultation to discover early care and education options for your new addition.

● Prepare with wellness resources: Make an appointment with a registered dietitian nutritionist for pre-natal and family nutrition coaching.

◼ Consider a tenure clock delay: While holding a UA tenure-eligible appointment, you may request a one-year “parental delay” of the tenure clock. When approved, parental delays push third-year and tenure-status reviews for one year. Delays may be granted twice during your tenure-eligible appointment period.

● Evaluate your personal relationships: Changes in lifestyles, roles, and schedules can create conflict. Communication, empathy, and clear agreements are essential to work through challenges. You (and your spouse or partner) are welcome to meet with a counselor to improve communication.

● Set up LOTSA Helping Hands: This private group calendar allows individuals to organize care tasks, helpers, and schedules. Learn how LOTSA Helping Hands provides opportunities for friends, family, colleagues, and neighbors to assist you.

▲ Facilitate communication: Employee advisors can help you communicate your “soon-to-be new parent” status with your supervisor, help review your options as a prospective parent, and explain your parental rights, if necessary.

Find out more at:
▲ HUMAN RESOURCES
● LIFE & WORK CONNECTIONS
■ PROVOST’S OFFICE
◆ DISABILITY RESOURCE CENTER
Before your new Child Arrives

Schedule a consultation before the birth or adoption of your new child to get advice on planning your parental leave and return to campus. Considerations include:

▲ **Family and Medical Leave (FML):** The federal Family and Medical Leave Act allows you to take 12 weeks of unpaid, job-protected FML for the addition of a child to your family.

▲ **Paid Parental Leave:** The UA provides six weeks of paid leave upon the birth or adoption of your child after 12 months of continuous employment. You can use this leave to work intermittently, or part-time, as prearranged with your supervisor. Paid Parental Leave and FML run concurrently, so the time you take off for Paid Parental Leave counts toward your 12-week FMLA protection.

▲ **Flexible Work Arrangement (FWA):** FWAs can serve as strategic, organizational tools for transitioning back to work. FWAs include compressed work week, flexible work schedule, academic-year position, informal daily flexibility, job sharing, part-time work, telework, and Temporary Alternative Duty Assignment (TADA). Explore your options in a personalized appointment with the Division of Human Resources or Life & Work Connections.

▲ **Temporary Alternative Duty Assignment (TADA):** You may request a period of up to 16 weeks, during which you temporarily perform modified duties to retain active employment status during a TADA. This assignment is in addition to, not a substitute for, Family and Medical Leave and you will be expected to perform work duties during the assignment. TADAs require supervisor approval.

▲ **Transitional arrangement:** In a transitional arrangement, hours change gradually so that you can phase back in to work. Return to a full work schedule following a leave of absence with reduced hours for a limited period of time.

◆ **Pregnancy accommodations:** The Disability Resource Center can help you plan for pregnancy accommodations, if necessary.

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■ **PROVOST’S OFFICE**
◆ **DISABILITY RESOURCE CENTER**
The First Weeks with your new child

Some steps in preparing for your child are time sensitive and require registration or an application. Enrollment may have a deadline or require documentation to participate.

▲ Add your child to your insurance: Welcoming a new child is considered a “qualified life event,” which allows you to make changes to all your insurance coverages outside of Open Enrollment. Changes must be made within the first thirty-one days of birth, adoption, or guardianship. Documentation will be necessary for enrollment.

▲ Consider a Flexible Spending Account (FSA): Two flexible spending accounts — a Health-Care FSA and a Dependent Care FSA — are available for your family. As a UA benefits-eligible employee, you can use an FSA to pay for healthcare expenses including certain over-the-counter medical needs with pre-tax income. To enroll in these pre-tax benefits, estimate your family’s annual health and dependent care expenses, and elect the amount to be withheld for the plan year.* Welcoming a new child is considered a “qualified life event,” which allows you to make changes to your healthcare options outside of Open Enrollment, including adding an FSA.

● Apply for the UA Childcare Choice Program: The UA Childcare Choice Program is a qualified reimbursement program to help defray the costs and customize the setting of qualifying, work-related childcare occurring in Arizona. Applications, which include the child’s birthdate and verified childcare enrollment, are accepted throughout the year.

*Please note, dependent care expenditures that exceed the $5,000 limit are subject to income tax. The annual FSA figures (total costs) will appear on your Form W-2 Wage and Tax Statement. This information is not intended to serve as tax advice. Please consult your professional tax advisor to identify full tax implications of program use and to determine the optimal use of dependent care offerings.
Preparing for your Return to Campus

Welcome back to our family-friendly campus. These options can help you transition back to work, and to take care of yourself and your family.

▲ Review Flexible Work Arrangement (FWA) options: FWAs can serve as strategic, organizational tools for employees transitioning back to campus. Touch base with the Division of Human Resources or Life & Work Connections to explore your options in a personalized appointment.

● Create a lactation plan: Schedule a consultation when considering individual lactation needs, departmental or unit lactation options, and how to enhance your experience. The UA’s Family Resource Map shows private lactation areas.

● Get lactation support: Make an appointment with an International Board Certified Lactation Consultant through a partnership with Banner–University Medical Center Tucson.
● **Check out the Family Resource Map:** This interactive map helps you find lactation spaces, diaper-changing stations, family restrooms, and high chairs on campus.

● **Review the Sick Child and Emergency/Back-Up Care Program (SCP/EBCP):** The University-subsidized SCP/EBCP provides access to temporary caregiver services for children (birth–twelve years) in the greater Tucson and Phoenix areas.

● **Nutrition and fitness coaching:** Schedule your appointment with a registered dietitian nutritionist for postnatal and family nutrition coaching. Learn best practices when it comes to feeding your child, such as the best time to introduce a baby to solid foods. Also, get tips on sustaining optimal health and energy. Co-parents and family members are welcome to participate.

   Schedule a coaching session with a certified personal trainer to develop a personalized fitness plan. You can also join resistance band and tai chi classes, or participate in various walking opportunities on campus.

● **Sleep:** A lack of sleep can make new parents feel irritable, be lethargic, and have difficulty focusing on even simple tasks. Learn about creative solutions to improve your sleep.

● **Stress:** Whenever life changes occur, such as the addition of a new child, stress can arise. Practicing ways to relax is essential. Explore options to manage stress with a confidential appointment.

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**Find out more at:**

▲ HUMAN RESOURCES  
● LIFE & WORK CONNECTIONS  
■ PROVOST’S OFFICE  
◆ DISABILITY RESOURCE CENTER
Division of Human Resources
(520) 621-3660
hr.arizona.edu

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

Office of the Provost
(520) 621-1856
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Disability Resource Center
(520) 621-3268
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