![UCI Graduate Division]

Childbirth Accommodation and Childcare Reimbursement Program Procedures

A. Childbirth Accommodation Program

Graduate students appointed as Teaching Assistants/Associates or Graduate Student Researchers at a minimum of 25% time for the duration of a quarter shall be eligible to receive up to six (6) weeks of leave for pregnancy, childbirth or related medical conditions for the period prior to, during, and after childbirth, without loss of financial support. This benefit is extended to salaried ASE or GSR positions only; students appointed as hourly Readers or Tutors are not eligible for this benefit as is consistent with Article 17 of the ASE/UAW contract with the University.

Graduate students holding UCI Fellowships, Graduate Division Endowed Fellowships, or fellowships offered by academic departments and centers at UCI are now eligible for this accommodation program. Most extramural fellowships will defer to university policy and should also fund up to six weeks of maternity leave, and funding should be requested from the fellowship grantor, and do not need to apply for Childbirth Accommodation Funding.

The maximum of six weeks paid leave extends only during the time a student holds an eligible position or fellowship. For example, if a student has an eligible position or fellowship for winter quarter but not for spring quarter and takes the last three weeks of winter quarter as paid leave, the student would not receive another three weeks of paid leave during spring quarter unless the student also had an eligible position during that time period.

Please note: A central childbirth accommodation fund has been established to pay the salaries/stipends of these eligible students during the time they are on leave, and **fee remissions are not covered** by the central account. Fee remission support will be charged to the fellowship or hiring department (Teaching Assistants and Teaching Associates, or GSR) during the paid leave.

Students (at least 30 days prior to the beginning of the leave):
1. Complete the "Student" Section of the Childbirth Accommodation Fund Petition Form.
2. Have your advisor complete the "Graduate Advisor" section.
3. Submit form to your hiring department.

Departments:
1. Confirm student has an eligible position.
2. Complete either the "GSR Appointees", "TA Appointees" or "Fellowship" section, as applicable.
3. Submit completed form thru **Graduate Division Employee Experience Center (EEC) Support**, **here.** If approved, Graduate Division will input the salary for the leave period into the payroll system.

B. Childcare Reimbursement Program

Article 4 of the University of California's collective bargaining agreement with the UAW established a childcare reimbursement provision for eligible ASEs; this benefit was subsequently extended to eligible GSRs and graduate student fellows who meet certain criteria. Eligible graduate students may receive one reimbursement per term (fall, winter, spring, summer) for eligible childcare expenses. Summer reimbursement is for position or fellowships held between July 1 and September 30 only. Please see

the Graduate Division website for the maximum amount of reimbursement per term.

An eligible **ASE/GSR** is a registered graduate student with at least a 25% position for the duration of the term who has (a) qualified dependent(s). GSRs employed during the summer must hold a minimum six-week position of at least 25% to be eligible for reimbursement. An eligible **fellow** is a registered graduate student with a university-administered fellowship who has (a) qualified dependent(s). To be eligible for the program, the student's university-administered fellowship must cover the full amount of California resident fees and tuition as well as provide a minimum stipend of $6,000 for the term to be reimbursed. During the summer, the fellowship must provide a minimum stipend of $6,000. To be eligible for reimbursement during the summer term, the student must also be registered in the regular academic terms preceding and following the summer session. For purposes of this program, qualified dependents shall include children, in the custody of the student, who are age 12 or under on July 1.

ASE and GSR childcare reimbursements will be paid through payroll as taxable earnings. Fellow childcare reimbursements will be processed thru Graduate Division's financial system and will be paid via the Student Billing System (zot account), either as a direct deposit or a paper check.

Two eligible students may not each claim reimbursement for the same childcare expense for an eligible child unless the expense exceeded the term dollar limit. In that case, the second eligible student may claim only the additional expense for reimbursement.

The childcare provider must have a valid tax I.D. or Social Security number. If the center cares for six or more dependents who are not residents, it must comply with all state and local licensing laws and applicable regulations. Childcare provided by the spouse; a child of the graduate student under age 19; a friend or relative living in the same household as the graduate student; someone else the graduate student claims as a dependent for tax purposes; or care provided on weekends, except in the event of scheduled classes or exams, or university holidays is not reimbursable. Please see below **exception** for the 2021-2022 academic year.

For the 2021-2022 academic year, graduate student employees and those on fellowship will be permitted to seek reimbursement for childcare provided by a friend or relative living in the same household as the graduate student if they are not:

- A person for whom the grad student (or the grad student's spouse if filing jointly) can claim as a dependent

- The grad student's child who was under age 19 at the end of the year, even if the child isn't the grad student's dependent;

- A person who was the grad student's spouse any time during the year; or

- The parent of the grad student's qualifying person if the qualifying person is the grad student's child and under age 13

A student may apply for both Childbirth Accommodation funding and Childcare Reimbursement funding in the same term as long as they have an eligible position for both benefits – but they may not be reimbursed for childcare expenses incurred during the time they are on leave. For example, a student holding a minimum 25% time TA or GSR position in spring quarter who takes six weeks of childbirth leave would be eligible for no more than four weeks of childcare reimbursement, up to the maximum.

Note: A fellow who also holds an eligible ASE or GSR position may not be reimbursed under both the ASE/GSR and Graduate Student Fellow Childcare Reimbursement programs.

Students (at the end of the term for which reimbursement is requested, and <u>no later than</u> the last day of the following term):
1. Complete ONE of the following forms:
   a. ASE Childcare Reimbursement Form OR
   b. GSR Childcare Reimbursement Form OR
   c. Fellow Childcare Reimbursement Form

   *Please note that only one reimbursement request per term may be processed.
2. Sign the form, certifying that you have not requested payment for the expenses from the ASE Dependent Care program or any other source.
3. Attach applicable childcare provider invoice(s) and receipt(s). **Documentation should include the actual dates of childcare services, amount paid and name of dependent. <u>Do</u> <u>not</u> submit bank statements or copies of checks.**
4. Submit form and documentation to your hiring department (for ASEs/GSRs) or academic department (for fellows).

Departments:
1. Confirm the student had an eligible position or eligible university-administered fellowship.
2. Check form for completeness and ensure applicable documentation is attached.
3. **Sign the form**, certifying the above criteria.
4. Submit completed form and other required documentation to **Graduate Division Employee Experience Center (EEC) Support**, **here**. If approved, Graduate Division will process the reimbursement either thru the payroll system (for ASEs/GSRs) or it will be processed thru our financial system (for fellows).

Example Expenses Covered by Childcare Reimbursement Program

- Before and after-school care (excluding registration fees)
- Preschool or nursery school (excluding registration fees)
- Au pair services (amounts paid for the actual care of the child)
- Baby sitter (amounts paid for the actual care of the child)
- Nanny services (amounts paid for the actual care of the child)
- Summer day camp (excluding registration fees)