

## Key Programs and Benefits for Faculty with Family Responsibilities

This information is for:

Assistant Professors, Associate Professors and Professors in the Tenure, Research, Teaching and Medical Center lines, and Senior Fellows

Description of Program	Eligibility/Selected Terms	Contact Information and Program Website
<b>Child Care</b>	For childcare benefits and programs, contact WorkLife Office. 723-2660 [736-2985, option 6] <a href="http://worklife.stanford.edu">http://worklife.stanford.edu</a>	
<b>Child Care Resources and Referrals</b> Services for faculty families include on-campus child-care centers, information about community child care options, emergency back-up child-care program and parent and babysitting networks.	Four on-campus facilities are open to faculty. Faculty members in the tenure line, non-tenure line and Medical Center Line have priority over graduate students and staff on the Madera Grove Children's Center waiting list only. All centers have waiting lists and new parents are encouraged to contact the centers as soon as possible.	More information at <a href="http://www.stanford.edu/dept/worklife/cgi-bin/drupal/faculty_staff">http://www.stanford.edu/dept/worklife/cgi-bin/drupal/faculty_staff</a>
<b>Child Care Subsidy Grant Program</b> A grant of up to \$5,000 a year to qualified employees with children under ten years of age. The purpose of the grant is to assist Stanford faculty and staff in meeting the cost of child care.	There are three application periods. Grants awarded during Application Periods A and B are funded by Stanford through Stanford's Dependent Day Care Spending Account (DDCSA) plan and are tax free. Grants awarded during Application Period C are prorated and taxable. WorkLife Office determines eligibility for a child-care grant based on an application that includes income information. The grant is not limited to campus centers and can be used for any eligible child care.	More information at <a href="http://www.stanford.edu/dept/worklife/cgi-bin/drupal/CCSGgrant">http://www.stanford.edu/dept/worklife/cgi-bin/drupal/CCSGgrant</a>
<b>Faculty Child Care Assistance Program</b> Program provides financial assistance for child care to families with children age 5 and under; award levels (\$5,000 to \$20,000) are based on family-adjusted-gross income for those whose income does not exceed a set threshold; if a family has more than one child younger than five, the total award is increased by \$1,000.	Open to full-time assistant, associate and full professors in the tenure, non-tenure, and Medical Center lines only. Provides financial assistance for child care to families with children age five and under. Spouses or registered same-sex domestic partners must be working at least 30 hours per week, or be disabled, a full-time student, or looking for work (if married to or a partner of newly-hired faculty). Awards are based on annual family adjusted gross income of less than \$199,999. The amount awarded ranges from \$5,000 to \$20,000, based on one child five or younger. If a family has more than one child younger than five, the total award is increased by \$1,000. The awards are disbursed through reimbursement for child care expenses and are taxable income.	More information at <a href="http://www.stanford.edu/dept/worklife/cgi-bin/drupal/fccap">http://www.stanford.edu/dept/worklife/cgi-bin/drupal/fccap</a>
<b>Faculty Back-Up Care Advantage Program</b> Program offers back-up care when your regular caregiver or stay-at-home spouse is ill or temporarily unavailable, when you are between child or elder care arrangements, when your child's regular child care center or after school program is closed, to ease transition back into a regular work schedule when returning from leave, to accommodate changes in flexible work arrangements, business travel or provide care to help with other work/life issues that faculty may face.	Center-based back-up child care: \$15 co-pay per child per day. Maximum of \$25 per family per day. In-home Dependent Care: \$6 co-pay per hour; there is a 4 hour minimum for all in-home care reservations. Available Days/Year 10 days per year. Care options available nationwide.	More information at <a href="http://www.stanford.edu/dept/worklife/cgi-bin/drupal/Faculty%20Back-Up">http://www.stanford.edu/dept/worklife/cgi-bin/drupal/Faculty%20Back-Up</a> . To access services, call 877--BH--CARES (877-242-2737) or visit <a href="http://backup.bright Horizons.com">backup.bright Horizons.com</a> Username: sucares. Password: 2011

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<p><b>Emergency Back-Up Care Through ACI</b> Program provides emergency and back-up child &amp; elder care through ACI Specialty Benefits, when your regular caregiver is ill or temporarily unavailable. This service also includes elder care back-up if you are taking care of an aged loved one.</p>	<p>Open to benefits-eligible faculty and staff of Stanford University only. Eligible employees may use the service for legally dependent children, and/or elderly adults who are in the employee's immediate family. A subsidy is available to assist with the cost of emergency and back-up care. A maximum reimbursement of \$160 per family is available annually. Eligible expenses for reimbursement include agency fees and the cost of care. Reimbursements are considered taxable and will be reflected as such on the disbursement. To be eligible for reimbursement, care arrangements must be made through ACI Specialty Benefits.</p>	<p>To access services, call ACI @ 1.800.777.3319 24 hours, 7 days a week. More information at <a href="http://www.stanford.edu/dept/worklife/cgi-bin/drupal/backup">http://www.stanford.edu/dept/worklife/cgi-bin/drupal/backup</a></p>
<p><b>Dependent Day Care Flexible Spending Account</b> Before-tax dollars for eligible dependent day care expenses, including care for children up to age 13, disabled spouses or other disabled dependents.</p>	<p>You may be reimbursed for work-related dependent day care expenses (eligible day care expenses). In other words, the expenses have to be incurred in order for you and your spouse (if applicable) to work, go to school fulltime or look for work. Generally, an expense must meet certain conditions to be an eligible day care expense. Please go to <a href="http://benefits.stanford.edu/resources/flexible-spending-account-fsa-summary">http://benefits.stanford.edu/resources/flexible-spending-account-fsa-summary</a> for guidelines.</p>	<p>General program information at <a href="http://benefits.stanford.edu/flexible-spending-accounts">http://benefits.stanford.edu/flexible-spending-accounts</a>, OR Benefits at 736-2985, option 9</p>
<p><b>Parent Community at Stanford (ParentNet)</b></p>	<p>ParentNet is a Stanford-affiliated parents email list. When you sign-up, you can get and post information on childcare, parenting advice and tips, items for sale, playgroups, family events and outings and University events and outings.</p>	<p>To subscribe: Go to <a href="https://mailman.stanford.edu/mailman/listinfo/parent-net">https://mailman.stanford.edu/mailman/listinfo/parent-net</a>. Look for the section marked "Subscribing to PARENT-NET" and complete the subscription form.</p>
<p><b>School-Age Resources</b></p>	<p>Information about after-school programs, summer camps, kids clubs, special needs.</p>	<p>More information at <a href="http://www.stanford.edu/dept/worklife/cgi-bin/drupal/school_age">http://www.stanford.edu/dept/worklife/cgi-bin/drupal/school_age</a></p>
<p><b>Elder Care</b></p>	<p>For the programs below, contact WorkLife Office at 723-2660 [736-2985, option 6]</p>	
<p><b>Elder Care Resources</b> Services are provided in partnership with Avenidas, a multi-service non-profit agency that serves people age 50 and older.</p>	<p>Available to all faculty. Services include: information on community resources, confidential social worker consultation, support groups, assessment, planning, coordination of services for frailer older adults and information and resources for long-distance care giving.</p>	
<p><b>Faculty Back-Up Care Advantage Program</b> This back-up care service offers an enhanced program, tailoring your back-up care to match your need for a center environment, or in-home care or mildly ill care. The program can be used nationwide.</p>	<p>In-home Dependent Care: \$6 co-pay per hour; there is a 4 hour minimum for all in-home care reservations. Available Days/Year 10 days per year.</p>	<p>More information at <a href="http://www.stanford.edu/dept/worklife/cgi-bin/drupal/Faculty%20Back-Up">http://www.stanford.edu/dept/worklife/cgi-bin/drupal/Faculty%20Back-Up</a>. To access services, call 877--BH--CARES (877-242-2737) or visit <a href="http://backup.brighterhorizons.com">backup.brighterhorizons.com</a> Username: sucare. Password: 2011</p>

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Assistant Professors, Associate Professors and Professors in the Tenure, Research, Teaching and Medical Center lines, and Senior Fellows

Description of Program	Eligibility/Selected Terms	Contact Information and Program Website
<p><b>Back-Up Care Through ACI</b> Program provides emergency and back-up child &amp; elder care through ACI Specialty Benefits, when your regular caregiver is ill or temporarily unavailable. The program includes elder care back-up if you are taking care of an aged loved one.</p>	<p>Open to benefits-eligible faculty and staff of Stanford University only. Eligible employees may use the service for elderly adults who are in the employee's immediate family. A subsidy is available to assist with the cost of emergency and back-up care. A maximum reimbursement of \$160 per family is available annually. Eligible expenses for reimbursement include agency fees and the cost of care. Reimbursements are considered taxable and will be reflected as such on the disbursement. To be eligible for reimbursement, care arrangements must be made through ACI Specialty Benefits.</p>	<p>To access services, call ACI @ 1.800.777.3319 24 hours, 7 days a week. More information at <a href="http://www.stanford.edu/dept/worklife/cgi-bin/drupal/backup">http://www.stanford.edu/dept/worklife/cgi-bin/drupal/backup</a></p>
<p><b>SeniorNet</b></p>	<p>SeniorNet is a new list for seniors and caregivers for Stanford affiliates. When you sign-up, you can get and post information on eldercare resources, advice from other caregivers on caregiving, information about WorkLife and other related campus events, family caregivers group meetings on campus.</p>	<p>To subscribe: Go to <a href="https://mailman.stanford.edu/mailman/listinfo/seniornet">https://mailman.stanford.edu/mailman/listinfo/seniornet</a> and complete the subscription form.</p>
<p><b>Additional Junior Faculty Programs</b></p>		
<p><b>Junior Faculty Dependent Care Research Travel Grants</b> Taxable grants for qualified dependent care expenses incurred when traveling to attend professional meetings or to conduct research or scholarship; intended to provide full compensation for reasonable and approved expenses up to a maximum (\$1,000 per year).</p>	<p>Assistant and associate professors in the tenure line, non-tenure line and Medical Center Line who have not yet received tenure or been promoted to continuing term. Awards may be used for either child or adult dependent care, for: care at an alternate location (including at home) for after hours care while you are away, reasonable dependent care expenses over and above the costs that you would normally incur for care here, if your dependent must travel with you; duplicate care (i.e., dependent care at a conference or research site if you must continue to pay to preserve dependent care space or coverage here); and/or travel expenses for a caregiver.</p>	<p>More information at <a href="http://www.stanford.edu/dept/worklife/cgi-bin/drupal/travelgrant">http://www.stanford.edu/dept/worklife/cgi-bin/drupal/travelgrant</a></p>
<p><b>For New Parents</b></p>		
<p><b>Pregnancy Disability Leave</b> Up to four months paid leave as certified by physician.</p>	<p>During pregnancy disability leave, the faculty member is expected to apply for disability insurance according to established procedures. (Specific instructions are available at <a href="http://benefits.stanford.edu">http://benefits.stanford.edu</a>.) The length of pregnancy disability leave is determined by the faculty member's physician, who certifies the number of weeks that she is disabled, both before and after delivery. The University will pay the faculty member the difference between her disability benefit and her full academic base salary while she is on disability due to pregnancy.</p>	<p>Benefits. 736-2985, option 4 to start a claim or <a href="http://www.mylibertyclaim.com">www.mylibertyclaim.com</a>. our service ID: Stanford. Faculty member should initiate the process with the department chair and/or the school's Faculty Affairs Officer.</p>

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**Assistant Professors, Associate Professors and Professors in the Tenure, Research, Teaching and Medical Center lines, and Senior Fellows**

Description of Program	Eligibility/Selected Terms	Contact Information and Program Website
<p><b>Childcare Leave</b> Faculty member (male or female) who becomes a parent by birth or adoption may take an unpaid leave of up to 1 year at full or part-time for the purpose of caring for the child. This leave could be in addition to pregnancy disability leave (above); for all parents such leave should be in addition to a period of reduced teaching and clinical duties.</p>	<p>Requests for childcare leave are subject to the normal approval process, but department Chairs and Deans are urged to give priority to such requests. Upon request of the faculty member, the first twelve weeks of childcare leave may be taken as family leave (see below) provided the faculty member meets the eligibility requirements, so as to continue Stanford's usual contribution to group medical and dental health plans. After the first twelve weeks, a faculty member on full leave without salary must pay the University's portion of the monthly premium in addition to his/her own premium to insure continuous insurance coverage. For faculty members on partial leave, the University's contribution may continue, depending on the percent time of the leave.</p>	<p>Faculty Affairs <a href="mailto:facultyaffairs@stanford.edu">facultyaffairs@stanford.edu</a> Faculty Handbook, Sec. 3.5.C. <a href="http://facultyhandbook.stanford.edu">http://facultyhandbook.stanford.edu</a></p>
<p><b>New Parent Tenure Clock Extension</b> A one-year extension to the seven year tenure clock for tenure line faculty (but not the ten year appointment clock). A one-year extension to current appointment for non-tenure line and MCL faculty.</p>	<p>Faculty member who becomes a parent by birth or adoption. The extension applies even if a faculty member becomes a parent during an off-duty quarter and returns immediately to his or her regular work load. The extension form should be submitted before the final year of the faculty member's appointment.</p>	<p>Faculty Affairs <a href="mailto:facultyaffairs@stanford.edu">facultyaffairs@stanford.edu</a> Faculty Handbook, Sec. 2.1.D(2)b, 2.5.C. <a href="http://facultyhandbook.stanford.edu">http://facultyhandbook.stanford.edu</a></p>
<p><b>Reduced Teaching or Clinical Load</b> Relief from teaching and/or clinical duties during the quarter of the birth of child and/or the quarter following; 100% pay continues</p>	<p>Faculty member who became a parent by birth or adoption and who certifies that he or she will be sole caregiver for at least twenty hours from 8 a.m. to 7 p.m., Monday through Friday; faculty member must continue to carry a full complement of professorial activities other than classroom teaching or clinical service.</p>	<p>Faculty Handbook, Sec. 3.5.B. <a href="http://facultyhandbook.stanford.edu">http://facultyhandbook.stanford.edu</a>.</p>
<p><b>Adoption Reimbursement Program</b> Program reimburses up to \$10,000 per adoption for "qualified adoption expenses" such as reasonable and necessary adoption fees, court costs, and attorneys' fees; the program will provide assistance for up to two adopted children per family.</p>	<p>All benefits-eligible faculty working at least 50 percent full-time equivalent and with an assignment of at least six months are qualified to apply. The adopted child must be younger than 18 at the time a "qualified adoption expense" is paid or incurred and may not be the child of the faculty member's spouse or same sex domestic partner.</p>	<p>More information at <a href="http://www.stanford.edu/dept/worklife/cgi-bin/drupal/adoption">http://www.stanford.edu/dept/worklife/cgi-bin/drupal/adoption</a>. WorkLife Office. 723-2660, or 736-2985, option 6</p>

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Description of Program	Eligibility/Selected Terms	Contact Information and Program Website
<b>Reduction in Workload</b>	For Faculty Policy, contact Faculty Affairs at <a href="mailto:facultyaffairs@stanford.edu">facultyaffairs@stanford.edu</a>	
<b>Part-Time Appointments</b> Temporary reductions from full-time to part-time status for family related needs	University policy allows appointment of faculty members at any rank on a part-time basis. Department Chairs and Deans must take into consideration the impact on programmatic need but are encouraged to grant such request for family related needs.	Faculty Handbook, Sec. 2.6.D. <a href="http://facultyhandbook.stanford.edu">http://facultyhandbook.stanford.edu</a>
<b>Family Leave</b>	For sabbaticals and other leaves of absence, consult the Faculty Handbook at <a href="http://facultyhandbook.stanford.edu/ch3.html">http://facultyhandbook.stanford.edu/ch3.html</a> .	
<b>Family and Medical Leave</b> Unpaid leave up to 12 weeks in any 12 month period to care for the faculty member's spouse (including same-sex domestic partner), child, or parent who has a serious health condition, for a faculty member's serious health condition, or for child-care leave as described above.	Faculty member must have been employed by Stanford (within the U.S.) for at least 12 months and 1,250 hours worked in the previous year, at 50% time or more; an individual is not eligible if he/she has used the maximum yearly leave provided by law. University continues its contributions toward medical and dental group health plans. The faculty member continues to be responsible for paying his or her own premium.	More information at <a href="http://benefits.stanford.edu/leave">http://benefits.stanford.edu/leave</a> , or contact Benefits at 736-2985, option 4. To start a claim: <a href="http://www.mylibertyclaim.com">www.mylibertyclaim.com</a> . Stanford service ID: Stanford. Faculty member is encouraged to initiate the process with the department chair and/or the school's Faculty Affairs Officer.
<b>For Domestic Partners and/or Dual Career Couples</b>		
<b>Dual Career Assistance</b> Support for spouses or partners of faculty in finding positions at Stanford or elsewhere in the Bay Area.	Available to spouses and partners of faculty recruits and current faculty. For academic or professional positions contact Karen Cook, Vice Provost for Faculty Development and Diversity, <a href="mailto:kcook@stanford.edu">kcook@stanford.edu</a> or Robert Weisberg, Special Assistant to the Provost for Faculty Recruitment and Retention, <a href="mailto:weisberg@stanford.edu">weisberg@stanford.edu</a> .	Vice Provost for Faculty Development and Diversity Office at <a href="http://facultydevelopment.stanford.edu">http://facultydevelopment.stanford.edu</a>
<b>Domestic Partner Benefits</b> Stanford provides registered domestic partners of faculty members the same services that are available to spouses, including health care and other benefits, access to University facilities, discounted tuition for continuing education courses and the right to remain in on-campus housing after a partner's death	Many benefits also extend to a domestic partner's eligible children, including health insurance, access to child-care programs and the tuition grant program. A domestic partner (or same sex spouse) may be covered by benefits if the partnership is registered with the State of California. Generally, you can register your domestic partner if you share a common residence and your domestic partner is age 18 or older, a member of your household for the period to be covered under Stanford benefits, not related to you in a way that would prohibit legal marriage and not legally married or in a registered domestic partnership with anyone else.	Benefits. 736-2985, option 9 <a href="http://benefits.stanford.edu">http://benefits.stanford.edu</a>

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<b>Other Benefits Programs and Services</b>		
<p><b>Long-Term Care Insurance</b> Coverage to help pay many day-to-day expenses for elderly or disabled care (e.g., nursing homes) not covered by medical plans: LTC benefits include: home health agency services, personal care, hospice care, homemaker services, residential care, adult foster care and nursing home care.</p>	<p>Available to benefits-eligible faculty members, their spouses or registered domestic partners, parents, parents-in-law, grandparents and grandparents-in-law. Eligible family members may apply even if the faculty member does not opt to enroll. Once a faculty member or his or her eligible family member purchases coverage, that coverage cannot be terminated or canceled for any reason, other than failure to pay premiums or reaching the lifetime maximum benefit.</p>	<p>More information at <a href="https://benefits.stanford.edu/health_and_life/long_term_care">https://benefits.stanford.edu/health_and_life/long_term_care</a>. To access services, call CNA at (800) 528-4582 or <a href="http://www.ltcbenefits.com">http://www.ltcbenefits.com</a>, password: stanfordlgtc</p>
<p><b>Counseling Support</b> Faculty/Staff Help Center provides professional and confidential counseling, consultation and training on both personal and workplace issues. The Center also offers workshops and peer support groups on a variety of issues, as well as facilitation services for difficult conversations. Services open to faculty and their family members.</p>	<p>Available to faculty and staff and their spouses, domestic partners and children younger than 21. All services are free of charge, including up to 10 counseling sessions per issue for each employee and eligible dependent. The center is staffed by licensed clinical social workers, marriage and family therapists and psychologists.</p>	<p>For more information, to make an appointment, go to <a href="http://helpcenter.stanford.edu">http://helpcenter.stanford.edu</a> or call 723-4577</p>

**Notes:**