



# PARENTAL RESOURCE GUIDE FOR EMPLOYEES

## IOWA STATE UNIVERSITY

A concise guide to time off, benefits, and other resources available to ISU employees.

[University Human Resources](#)

# Contents

Introduction .....	2
Contact Information.....	3
Leave and Time Off for New Parents .....	4
Family Medical Leave Act.....	4
Pregnancy Leave .....	4
Adoption Time Off .....	4
Donated Leave for Catastrophic Illness .....	4
Additional Options for Faculty .....	5
Faculty Modified Duties Assignment (FMDA).....	5
Extension of the Tenure Clock.....	5
Part Time Appointment.....	5
Benefits.....	5
Medical/Rx, Dental and Vision Plans .....	5
Flexible Spending Accounts (FSA) .....	6
Adoption Assistance Reimbursement Program.....	7
Employee Assistance Program (EAP) .....	7
Life Insurance.....	8
Other Considerations in Event of Birth/Adoption.....	8
Resources.....	8
Child Care .....	8
Child Care Financial Assistance .....	9
Lactation Support .....	9
Parks Library Family Friendly Room.....	9
Additional Resources.....	9

## Introduction

Iowa State University is committed to creating an employment experience that supports and considers employees' needs, including parental needs. The Parental Resource Guide for Employees summarizes resources available to parent-employees through Iowa State relating to pregnancy, childbirth, adoption, foster care, and childcare. This guide is intended to supplement and does not override the policies found in the [Iowa State University Policy Library](#).

# Contact Information

## Benefits

- [benefits@iastate.edu](mailto:benefits@iastate.edu)

## Child Care & Family Services

- [worklife@iastate.edu](mailto:worklife@iastate.edu)

## Family Medical Leave Services

- [fmla@iastate.edu](mailto:fmla@iastate.edu)

## HR Delivery

- [hr\\_delivery@iastate.edu](mailto:hr_delivery@iastate.edu)
- [HR Delivery Directory](#)

## Provost Office

- [svpp\\_personnel@iastate.edu](mailto:svpp_personnel@iastate.edu)

## University Human Resources Service Center

- 515-294-4800

# Leave and Time Off for New Parents

(Refer to the [Employee Tools webpage](#) for more details on the options below.)

## Family Medical Leave Act

The Family Medical Leave Act (FMLA) provides eligible employees with unpaid, job-protected leave for the birth/care of a child, adoption, or placement of a foster child. An employee is eligible for FMLA if they have:

- Been employed by ISU for at least 12 months
- Worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave

The FMLA allows up to 12 weeks of leave per full time equivalent (FTE) within a rolling 12-month period. If an employee has already used FMLA in the previous 12 months, they will only be eligible for the remaining 12-week period.

FMLA is unpaid leave. Per Iowa State's Family Medical Leave policy, ISU requires employees to use applicable accrued time off concurrently with FMLA. For more information on applicable paid time off usage for the arrival of a child, please see the [Leave Guide for Employees](#).

A request for FMLA can be initiated through Workday. See the [FMLA Process Knowledge Base Article](#) for further instructions or contact your HR Delivery team for assistance.

Questions? Contact [fmla@iastate.edu](mailto:fmla@iastate.edu).

## Pregnancy Leave

If an employee is not eligible for FMLA, Pregnancy Leave under the Iowa Code is available. With written verification from the treating medical provider, the employee will be granted up to eight weeks of unpaid leave. An employee may use applicable accrued time off concurrently with this leave.

Questions? Contact [fmla@iastate.edu](mailto:fmla@iastate.edu).

## Adoption Time Off

A newly adoptive parent is entitled to five days paid time off chargeable to accrued sick time off per the [Sick Time Off policy](#).

Questions? Contact [fmla@iastate.edu](mailto:fmla@iastate.edu).

## Donated Leave for Catastrophic Illness

(Refer to the [Forms webpage](#) for more details on the option below.)

Donated Leave for Catastrophic Illness is granted to employees due to a catastrophic illness for themselves or an immediate family member. Employees must be regular or regular with term faculty or staff, have an appointment that is 50% or greater, and receive either vacation or sick time off benefits.

Employees on medical leave due to the birth of a baby may be eligible to receive catastrophic leave donations during the first six to eight weeks of leave if the following criteria are met:

- Expected leave is to be 30 consecutive workdays or longer
- Must be enrolled in the ISU long-term disability insurance plan
- Must exhaust all current sick leave and vacation accruals

A request for Catastrophic Leave Donations can be initiated through Workday.

Questions? Contact [benefits@iastate.edu](mailto:benefits@iastate.edu) or 515-294-4800.

## Additional Options for Faculty

(Refer to the [Managing Family Needs: Guidelines for Faculty webpage](#) for more details on the options below.)

### Faculty Modified Duties Assignment (FMDA)

Tenured and tenure-eligible faculty may request a [Faculty Modified Duties Assignment \(FMDA\)](#) to rebalance their faculty duties for one semester as associated with the birth or adoption of a child, or the foster care placement of a child. Faculty responsibilities remain at a 100% effort level, as specified in the position responsibility statement, but effort levels in areas of responsibility (e.g., teaching, research, service, clinical service, extension and outreach) are rebalanced to provide greater flexibility during the semester. If approved, the FMDA is reflected in a temporarily revised Position Responsibility Statement (PRS).

### Extension of the Tenure Clock

The extension of the tenure clock policy ([ISU Faculty Handbook section 5.2.1.4](#)) allows a tenure-eligible faculty member to request an extension of the probationary period in a range of special circumstances, including family responsibilities.

### Part Time Appointment

Faculty may choose to request a temporary conversion from a full-time to a part-time appointment in consultation with their department chair or director. Requests may be made for personal or professional reasons, including work/life balance. Tenure-eligible faculty may make such a request only for reasons of balancing work and family for the arrival of a child, the care of a child with special needs, elder care, the care of a partner, or for personal circumstances related to the health of the faculty member. ([See Faculty Handbook Section 3.3.1.1](#))

Questions? Contact [svpp\\_personnel@iastate.edu](mailto:svpp_personnel@iastate.edu) or 515-294-9591

## Benefits

(Refer to the [Employee Benefits webpage](#) for more details on the options below.)

### Medical/Rx, Dental and Vision Plans

Faculty, P&S, Merit, and Pre/Postdoctoral employees with an appointment of ½ time or greater are eligible for medical/Rx, dental, and vision plans. ISU continues to pay the employer share of an employee's current insurance plans during FMLA leave. Some [qualifying events](#) that allow for mid-year changes are:

- Birth or adoption will allow an employee to add a newly eligible dependent to existing plans
- Cancel coverage if employee becomes covered by a spouse/partner's plan
- Add spouse/partner and other eligible dependents if losing coverage under another plan

Questions? Contact [benefits@iastate.edu](mailto:benefits@iastate.edu) or 515-294-4800.

### Flexible Spending Accounts (FSA)

Faculty, P&S, Merit, and Pre/Postdoctoral employees with an appointment of ½ time or greater are eligible for flexible spending accounts. An FSA is a monthly contribution from your pay in pre-tax dollars of an amount determined by the employee (within an allowable range). Some benefits include:

- Employees do not pay Federal or State Income tax or Social Security or Medicare tax on this money
- Assists in saving money on medical and dependent care (childcare included) expenses that an employee is already incurring
- Allows employees to contribute a portion of their pay into an account on a pre-tax basis, saving 25% to 40% on eligible expenses
- Employee requests reimbursement for qualified unreimbursed expenses from own account

There are two types of FSA accounts: Health Care FSA and Dependent Care Assistance Program (DCAP).

#### Health Care FSA

- Essential health care expenses that are not covered, or are partially covered, by your medical, dental, and vision insurance plans
- Out-of-pocket health care expenses (prescription drug costs, medical, dental, vision, and hearing expenses, some over-the-counter items)
- See [ISU Benefits website](#) for minimum and maximum allowable contributions
- \$550 available to carry into next year if unused
- Within 60 days of birth or adoption, employees may:
  - Enroll or increase contribution
  - Decrease contribution (cannot drop below the amount that's been claimed)

#### Dependent Care Assistance Program (DCAP)

- Child/dependent care expenses (daycare, babysitting, in-home care, before and after school expenses)
- See [ISU Benefits website](#) for minimum and maximum allowable contributions
- Includes a grace period to use unused funds from the previous year
- Within 60 days of birth or adoption, employee may enroll or increase contribution
- Within 31 days of a change in childcare expenses, may also increase or decrease contributions that corresponds to the new costs

Questions? Contact [benefits@iastate.edu](mailto:benefits@iastate.edu) or 515-294-4800.

## Adoption Assistance Reimbursement Program

Iowa State University recognizes that families are built in many ways. In order to support eligible faculty and staff who are adoptive parents, the University offers an Adoption Assistance Reimbursement Program. The purpose of the Adoption Assistance Program is to provide reimbursement for all or a portion of the eligible expenses resulting from the adoption of an Eligible Child. The Program is intended to satisfy the requirements of section 137 of the Internal Revenue Code of 1986, as amended (the "Code"), and to provide reimbursement to eligible employees that are excludable from federal gross income under section 137 of the Code.

All active University faculty and staff who are eligible to participate in the University's benefit plans and programs, including Iowa Board of Regent's staff participating with the University's benefit programs, are eligible to participate in the Plan. Eligible Employee includes regular or term appointments of 50% or greater full time equivalent.

An eligible child is any individual who, at the time the adoption expenses are incurred, is under the age of 18 or is physically or mentally incapable of self-care. A child of the Eligible Employee's spouse or domestic partner is not considered an eligible child.

The adoption assistance benefits provided by the Plan shall be in the form of reimbursement for Qualified Adoption Expenses if those expenses are incurred in connection with the final adoption of an Eligible Child by an Eligible Employee. The reimbursement is limited to the Eligible Employee's actual Qualified Adoption Expenses. Employees participating in this program will be reimbursed up to \$5,000 per adoption for qualifying expenses. Should an employee adopt a second child, they can be reimbursed an additional \$5,000. There is a \$10,000 lifetime maximum. If siblings are adopted simultaneously, this will be considered as one adoption event for purposes of the lifetime maximum.

Examples of reasonable and necessary Qualified Adoption Expenses are:

- Adoption agency and placement fees (including home study fees);
- Legal fees and court costs for the adoption;
- Medical expenses required to complete the adoption (including immunizations);
- Temporary foster care costs;
- Immigration and translation fees;
- Traveling expenses (including amounts paid for meals and lodging while away from home);
- Counseling fees associated with placement and initial adjustment

Questions? Contact [benefits@iastate.edu](mailto:benefits@iastate.edu) or 515-294-4800.

## Employee Assistance Program (EAP)

The EAP is a confidential 24/7 phone service that connects employees with a licensed EAP counselor who connects employees and their families with resources for issues affecting day-to-day performance and health, including, but not limited to, parenting. Benefits-eligible ISU employees (Faculty, P&S, Merit, and Pre/Postdoctoral) and their immediate family members are eligible for the EAP.

- Eligible employees receive six (6) free visits with a counselor
- EAP phone number: 800-327-4692

Questions? Contact [benefits@iastate.edu](mailto:benefits@iastate.edu) or 515-294-4800.

## Life Insurance

Faculty, P&S, and Merit employees with an appointment of ½ time or greater are eligible for life insurance. There are 3 types:

- Basic Term Life Insurance
  - Choose between two different amounts:
    - \$50,000,
    - Two times your annual salary up to a maximum of \$250,000
- Voluntary Term Life Insurance (must be enrolled in Basic Term Life)
  - May purchase coverage in additional increments of 1x, 2x, 3x or 4x your annual salary
- Dependent Term Life Insurance (must be enrolled in Basic Term Life)
  - Choose between two different amounts:
    - \$5,000 for spouse/\$2,500 child(ren)
    - \$10,000 for spouse/\$5,000 child(ren)

Life insurance benefits may be changed upon birth or adoption of a child.

- Within 60 days of a birth or adoption, an employee may:
  - Apply for Basic Term and Voluntary Term Life (evidence of insurability will be required)
  - Enroll newly eligible dependent in Dependent Term Life

Questions? Contact [benefits@iastate.edu](mailto:benefits@iastate.edu) or 515-294-4800.

## Other Considerations in Event of Birth/Adoption

You may also wish to consider updating your beneficiary designations for:

- Life insurance: Complete, sign, and date the [Beneficiary Designation Form](#) and return it to the ISU Benefits Office using one of the options as indicated on the webpage
- Retirement
  - Log into your [TIAA portal](#) or call the TIAA office at 866-904-7803 or
  - Log into your [IPERS My Account](#) or use the [IPERS Beneficiary Designation Form](#)

Questions? Contact [benefits@iastate.edu](mailto:benefits@iastate.edu) or 515-294-4800.

## Resources

(Refer to the [ISU WorkLife webpage](#) for more details on the options below.)

### Child Care

Iowa State offers on-campus childcare services and information regarding off-campus childcare services and resources. In addition to the three on-campus childcare centers, Iowa State can connect employees to off-campus child care services and resources. More information regarding on-campus child care and off-campus childcare referral resources can be found on the ISU WorkLife & Family Services webpage under the [Child Care tab](#).

Questions? Contact [worklife@iastate.edu](mailto:worklife@iastate.edu).

## Child Care Financial Assistance

Child Care Assistance (CCA) is administered by the Iowa Department of Human Services and pays child care costs for children of income-eligible parents/legal guardians with qualifying employment. CCA permits a variety of childcare arrangements. More information including access to the application process can be found on the Department of Human Services (DHS) website under [Child Care Assistance](#).

Questions? Contact [worklife@iastate.edu](mailto:worklife@iastate.edu).

## Lactation Support

There are more than 30 available [lactation spaces on campus](#) equipped with outlets, chairs, tables, and lockable doors. Break time for employees to express breast milk is legally required for one year after childbirth by the Fair Labor Standards Act (FLSA) and is generally paid at Iowa State. Supervisors should work with an employee to support necessary breaks. Resources for breastfeeding/lactation support can be found at the ISU WorkLife & Family Services webpage under the [Lactation Support tab](#).

Questions? Contact [worklife@iastate.edu](mailto:worklife@iastate.edu).

## Parks Library Family Friendly Room

The Family Friendly Room is located at Parks Library room 0003. It is reservable via the [Parks Library website](#), and has two adult workstations and amenities for up to six children.

Questions? Contact [worklife@iastate.edu](mailto:worklife@iastate.edu).

## Additional Resources

More information on family resources throughout the community can be found in the ISU Family Resource Guide located on the ISU WorkLife & Family Services webpage under the [Resource Library tab](#). The guide includes information on the following topics:

- Food and nutrition
- Housing
- Clothing and shopping
- Health care services
- Parenting resources
- Support services
- Transportation
- Job placement
- Recreation

Questions? Contact [worklife@iastate.edu](mailto:worklife@iastate.edu).