

## **Member Pregnancy Disability and Newborn Caregiver**

The Institute for Advanced Study wishes to help Members balance their family and scholarly responsibilities, especially those involving childbirth and parenting. The goal of the Pregnancy Disability and Newborn Caregiver Policy (“Policy”) is to provide this important support to Members, while ensuring the opportunity to enjoy the full benefit that membership at the Institute can provide.

**The Pregnancy Disability and Newborn Caregiver Policy covers the absence period by a Member for the birth of a child during the academic year (i.e., the dates corresponding with the beginning of term I through the end of term II) that occurs during the appointment period only. In order to qualify for the Policy, Members must be appointed for a minimum of two (2) consecutive terms at the Institute.**

**Policy for Members who are appointed for a minimum of one (1) academic year, but fewer than two (2) academic years:**

- Qualified Members will be able to take a paid leave of absence for a period of up to eight (8) weeks, effective on or around the time that the birth of a child is scheduled to occur.
- During the leave period, qualified Members will be able to continue all rights and privileges of full membership, including full stipends, housing, health insurance, etc.
- Leave under this Policy should be requested as far in advance of the child’s expected arrival date as possible to provide a School with reasonable notice for planning purposes. Members are requested to provide to Human Resources and their School with a completed Proof and Claim for Disability Benefits form at their earliest convenience, and contact both the School and Human Resources as soon as possible with the precise date of disability and the anticipated disability period, as established by the Member’s physician.

**Policy for Members who are appointed for two (2) or more academic years:**

- Qualified Members will be able to take a paid leave of absence for a period of up to eight (8) weeks, effective on or around the time that the birth of a child is scheduled to occur.
- Either parent of the newborn child would be eligible for an additional paid leave of absence period of up to six (6) months, as long as she/he certifies being the primary caregiver during this period. Primary caregiving is defined as having substantial daily responsibility for child care of at least twenty hours per week from Monday through Friday, between 9 a.m. and 5 p.m.
- When applicable, this additional period will run concurrently with the eight (8) weeks of paid leave time the Institute provides in accordance with this Policy following the birth of the child. Under no circumstances will any paid leave of absence period exceed six (6) months.
- During the leave period, qualified Members will be able to continue all rights and privileges of full membership, including full stipends, housing, health insurance, etc.
- Upon returning from leave, Members who had a leave of absence period of more than eight (8) weeks will be able to extend their appointment by two (2) terms during the academic year following their originally scheduled appointment period end date.
- Leave under this Policy should be requested as far in advance of the child’s expected arrival date as possible to provide a School with reasonable notice for planning purposes, but no later than the end of February. In addition, Members must provide the Human Resources Office with a completed Proof and Claim for Disability Benefits form at their earliest convenience, and contact both the School and Human Resources as soon as possible with the precise date of disability and the anticipated disability period, as established by the Member’s physician.

- Members must also provide the School and Human Resources with a written letter certifying that the Member will be assuming primary caregiver responsibilities as soon as possible once that fact becomes known to the Member.
- The Institute policy that Members with long-term appointments (i.e., longer than six terms within a six-year period or renewals of existing appointments) must be invited on the nomination of the several Schools will be waived for Members whose appointments were extended by operation of this policy.