

### IAS Preschool Subsidy Program (cont'd.)

- Individuals who are eligible for subsidized preschool child care through another source (which would include but not be limited to a home university, a spouse/partner's employment or university affiliation, scholar program, or funding agency) are ineligible for the Institute subsidy to the extent of that alternative support.
- Children old enough to enroll in public schools are not eligible for the subsidy awards.

## Member Leave of Absence Policies

While continuing our efforts to create a more family-friendly, inclusive environment for Members, the Institute has a new Pregnancy Disability and Newborn Caregiver Policy and Member Adoption Paid Leave Policy.

### Pregnancy Disability and Newborn Policy

In summary, the Pregnancy Disability and Newborn Policy provides Members *who are appointed for a minimum of one (1) academic year, but fewer than two (2) academic years* the ability 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, Members will be able to continue all rights and privileges of full membership. *Members who are appointed for two (2) or more academic years* will also be able to take a paid leave of absence for a period of up to

eight (8) weeks, and 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. 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.

### Member Adoption Paid Leave Policy

The Member Adoption Paid Leave Policy is similarly structured: *Members who are appointed for a minimum of one (1) academic year, but fewer than two (2) academic years* 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 adoption 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. *Members who are appointed for two (2) or more academic years* 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 adoption of a child is scheduled to occur. Either parent of the 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. 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.

# WELCOME

## Human Resources



## Welcome to the Institute for Advanced Study

We believe that all visiting scholars have a significant contribution to make to the Institute, where we strive to provide an environment devoted to the support and encouragement of curiosity-driven research across a broad range of fields in the sciences and humanities.

The Human Resources department is committed to partnering with the Institute community to create a positive, inclusive, and productive environment. We take pride in working in a meaningful way to support the mission of IAS with integrity, respect, and professionalism.

This booklet provides a brief overview of several important policies and programs we offer to Members, Visitors, and their families. If you would like additional information, our offices are located in 101, 102, 103, and 122 Fuld Hall, and we are available weekdays from 8:00 a.m. to 5:00 p.m. The Institute administration has an open door policy, and we are committed to being hands-on and proactive.

As always, your feedback is welcome and encouraged. If you have suggestions on how we may serve you better, please email us at [hr@ias.edu](mailto:hr@ias.edu).

The information in this brochure may also be found online at [www.ias.edu/hr](http://www.ias.edu/hr).

Human Resources Staff

## IAS Subsidy Programs

### IAS Health Insurance Subsidy Program

The IAS Health Insurance Subsidy Program allows eligible Members who have no other subsidized health insurance options available through another source to enroll in our insurance or private insurance and receive a subsidy from the Institute. The subsidy is only applicable to medical insurance.

Generally, Members who are appointed for a minimum of three consecutive months and who are not covered by subsidized health insurance will be eligible for the subsidy. Additional guidelines include:

- The subsidy will be approved for the period of appointment or the period the individual remains “in residence,” whichever period ends later. [“In residence” is defined as any month the individual resides for at least a part of that month in IAS housing or, for Members not residing in IAS housing, who reside within a 15 mile radius of the IAS campus. In the latter case, the Institute may require proof of local residency].
- Individuals who are eligible for a subsidized health insurance program through another source (which would include but not be limited to a home university or country, a spouse/partner’s employment or university affiliation, scholar program, or funding agency) must enroll in that program.
- The individual must not be receiving financial support through any other agency or organization for the purchase of health insurance.

### IAS Preschool Subsidy Program

The IAS Preschool Subsidy Program allows eligible Members who have pre-kindergarten children to receive a subsidy from the Institute. The subsidy award for one eligible child is 25% of the monthly tuition cost. Members may receive an additional 55% of the monthly tuition cost for a second eligible child.

If you qualify for the Preschool Subsidy Program by meeting the eligibility requirements listed below, you must complete a subsidy application and submit it to the Office of Human Resources (Fuld Hall 101/102) along with the tuition bill.

### Eligibility

Generally, Members who are appointed for a minimum of three consecutive months, receive a minimum stipend amount of \$5,000 per term from the Institute, and have accompanying pre-kindergarten children enrolled in a nursery school or preschool program will be considered for the subsidy. Additional guidelines include:

- The subsidy is for children enrolled in licensed preschool and child care facilities such as (but not limited to) Crossroads, UNOW, and Harmony schools. The subsidy may not be used to pay for in-home care.
- The subsidy applies only to the academic calendar (September-June), and cannot be used towards summer programs.
- The subsidy will be paid on a monthly basis for the period of enrollment in the nursery school or preschool program.

*Eligibility continued on reverse*