



# NIH Parent Resource Packet



# The NIH Child Care Board

## **Working for Quality Child Care at NIH**

### **The NIH Child Care Board:**

- Supports employees who are seeking quality child care.
- Serves as an advocate for affordable, accessible, and quality child care.
- Serves as a forum for NIH child care issues and policies.
- Advises the NIH regarding programs and new services.

Please visit our website:

<http://does.ors.od.nih.gov>

*NIH Parenting LISTSERV is an interactive e-mail list, with more than 1100 members managed through the NIH LISTSERV. This Listserv provides parents with a mechanism that makes it easy to request and share information about child care and parenting issues with other NIH parents.*

**BENEFITS of the NIH Parenting LISTSERV:**

The NIH offers assistance with identifying parenting resources and childcare services, but there are many gaps we cannot fill. The NIH Parenting list enables you to draw on the combined experience of all the subscribers. Looking for a nanny share situation? A good pediatrician or pediatric dentist? A child-friendly neighborhood? A good school system? Playgrounds or other activities? You can ask for information and share information on any parenting or child care issue.

**To SUBSCRIBE to the NIH Parenting List:**

Send an e-mail addressed to [LISTSERV@LIST.NIH.GOV](mailto:LISTSERV@LIST.NIH.GOV) with the following text in the message body:

**Subscribe parenting list** [your name]  
(substituting your first and last name for “your name”)

You will receive a confirmation when you are subscribed, with additional guidance about the list and its rules. Please read this guidance carefully, it contains useful information that will help you maximize the benefits of the list.

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If you have any problems with your subscription or have further questions, you may call (301) 402-8180.

To learn more, please go to:

**[http://does.ors.od.nih.gov/  
childcare/](http://does.ors.od.nih.gov/childcare/)**

The Employee Assistance Program (EAP) is a confidential service that offers professional consultation to NIH employees who are experiencing personal or work challenges and/ or concerns. The EAP is well established– over 20 years of experience helping NIH. The most important assets of the NIH are its employees! You and NIH benefit when programs like the EAP are available to assist with concerns that may affect the quality of your work and family lives. We all experience personal and work problems from time to time and we know that many situations improve with access to professional consultation.

**To reach an EAP consultant, please call (301) 496-3164 or visit:**

**<http://dohs.ors.od.nih.gov/eap/>**

Office of Research Services  
Employee Assistance Program  
Building 31, B2-B57  
Bethesda, MD 20892

If NIH employees have relatives or friends who have loved ones serving in the armed forces or if you've lost a friend or loved one, please contact EAP to explore resources for coping with this difficult time.



# NIH EMPLOYEE ASSISTANCE PROGRAM

## NIH Child Care Subsidy Program

Section 643 of Public Law 106-58, the Treasury and General Government Appropriations Act of 2000, allows Federal agencies to use appropriated funds that are otherwise available for salaries to assist employees with lower incomes in paying for child care provided by licensed providers.

The purpose of the NIH Child Care Subsidy program is to make child care more affordable for lower income Federal employees through the use of agency appropriated funds. Affordable child care plays a key role in the recruitment, retention and diminished absenteeism of NIH staff.

### To qualify for a subsidy you must:

1. Be a permanent eligible employee (Civil Service) with dependent children from birth through age 13, or children living in the home who are disabled and under age 18.
2. Have a total adjusted household income which meets current program limits.
3. Use care that is licensed and or regulated by state and or local authorities

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4. Work full time.

In two parent families:

- the NIH employee must be working full time and
- the spouse of the NIH employee is working at least 30 hours per week or
- is a documented full time student.

***NIH Contractors, Visiting Fellows and Title 42 Visiting Scientists are not eligible for this program by Federal law.***

Please visit the NIH Child Care Website for application and program detail at: <http://does.ors.od.nih.gov/childcare/>

ORS/DATS Child Care Program  
301-402-8180

*The Federal Government offers numerous leave flexibilities to assist employees with a new child, and in meeting their work and family obligations. The administration of these flexibilities typically is addressed in agency internal policies and/or collective bargaining agreements.*

**PREGNANCY & CHILDBIRTH:** Requests for sick leave for reasons related to periods of incapacitation resulting from pregnancy, childbirth, and confinement must be granted. Additional annual leave, compensatory time, credit hours or LWOP may be granted, depending on the circumstances and availability of each type of leave and management's needs. The employee is responsible for providing notice substantially in advance (generally at least 30 days) of the anticipated leave dates.

**ANNUAL LEAVE** is authorized absence from work.

**SICK LEAVE** is authorized absence from work for an employee: who is incapacitated for work because of illness, injury, or pregnancy and confinement.

**ADVANCE LEAVE** is authorized absence from duty which is charged to sick or annual leave for employees with zero leave balances and before that leave is actually earned. There are specific criteria that apply to this alternative, so check the policies regarding advance leave at the website provided below. An employee does not have a vested right or entitlement to advance leave, regardless of the circumstances.

**LEAVE WITHOUT PAY (LWOP)** is an authorized absence from duty which results in a non-pay status. An employee must request the use of LWOP. It may be granted when the employee has insufficient annual leave, sick leave accrued credit hours or compensatory time to cover an approved absence. However, an employee is not required to have a zero leave balance to request LWOP.

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**DONATED LEAVE UNDER THE VOLUNTARY LEAVE TRANSFER & LEAVE BANK PROGRAMS** allow, with the concurrence of appropriate NIH officials, unused accrued annual leave of one Federal employee to be transferred to another Federal employee who needs it because of a medical or family medical emergency. Pregnancy or caring for a family member with a life-threatening illness are examples of family medical emergencies.

**FAMILY MEDICAL LEAVE ACT (FMLA)** entitles all full-and part-time NIH employees (who have at least 12 months of civilian service and who are covered by the Federal leave system) to up to 12 weeks of unpaid leave within any 12-month period. Employees may substitute Annual or Sick Leave for LWOP.

**FEDERAL EMPLOYEES FAMILY FRIENDLY LEAVE ACT (FEFFLA)** entitles all employees to and requires leave-approving officials to grant up to 104 hours of accrued (or advanced at the discretion of the leave-approving official) sick leave in any leave year, to provide care for a family member as a result of physical or mental illness, injury, pregnancy and childbirth.

**EXPANDED FAMILY & MEDICAL LEAVE POLICIES** allow employees to schedule and be granted up to 24 hours of leave without pay each year (during any 12-month period). Advanced notice and documentation may be required.

**FOR MORE INFORMATION ON FEDERAL LEAVE POLICY, PLEASE GO TO:**

**<http://www1.od.nih.gov/oma/manualchapters/person/2300-630-5/>**

## WORK FLEXIBILITIES for ADOPTION and CHILDBIRTH

### Teleworking for Adoption & Childbirth

[telework.od.nih.gov](http://telework.od.nih.gov)

Under the NIH telework policy, new parents may be permitted to work at home or from a remote telework site. Teleworking can provide employees with additional time to spend with their family members by reducing commuting time.

*However, teleworkers should not be caring for family members while they are working from home or alternate worksites.*

Telework is a flexible workplace benefit where eligible employees work at an alternate worksite for an agreed-upon portion of the work week.

The alternate worksite could be:

- A dedicated area within a home,
- A workstation at a GSA-sponsored Telework Center, **or**
- A NIH field site closer to home.

### Benefits of Telework

Reducing commutes is a practical solution to both environmental issues and work/life challenges. Telework is a progressive alternative that positively responds to these issues.

### Eligibility to Participate

NIH employees in a wide variety of occupations are successfully teleworking one or more days a week.

For more information, go to: **<http://telework.od.nih.gov>**

### Flexible Work Schedules for Adoption & Childbirth

**[www1.od.nih.gov/oma/manualchapters/person/2300-610-4/](http://www1.od.nih.gov/oma/manualchapters/person/2300-610-4/)**

If the work requirements and NIH needs permit, an employee may consider working a flexible work schedule. Flexible schedules enable employees to select and alter their work schedule to better fit their personal needs and help balance work, personal and family responsibilities.

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Telework makes sense for both employees and managers. It:

- Improves morale
- Improves recruitment and retention
- Decreases commuting time, stress & costs
- Optimizes the use of technology
- Decreases traffic congestion and improves the environment
- Accommodates people with disabilities
- Reduces absenteeism by increasing the flexibilities available for balancing work/life
- Increases personal awareness of performance and productivity expectations
- Allows NIH mission-related work to continue during emergencies

### Applying for Telework is Easy!

**Step 1:** Talk with your supervisor about the office telework policy.

**Step 2:** Contact your IC Telework Coordinator about any IC-specific requirements.

**Step 3:** Fill out the application forms and submit them to your supervisor.

**Step 4:** Complete the mandatory Security Awareness training.

### More About Alternative Work Schedules

Alternative Work Schedules are available to employees with management approval. Adjustable work hours can assist employees in balancing the demands of the workplace with their personal responsibilities and help alleviate commuting/parking problems as well. AWS encompasses Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS).

### Other Benefit Considerations

Additions to your family may permit changes in the following programs: health, dental, vision, and life insurance, and the Flexible Spending Accounts. For more information, notify your benefits contact: [www.hr.od.nih.gov/Benefits/BenefitsContacts.htm](http://www.hr.od.nih.gov/Benefits/BenefitsContacts.htm)





## NIH CHILD and DEPENDENT CARE RESOURCE & REFERRAL

Due to high demand for NIH Child Care, the NIH has contracted with Life/Work Strategies, Inc. to provide referrals to many types of alternate child and dependent care services and resources. The NIH community has free, unlimited access to the NIH Child and Dependent Care Resource & Referral Service. A Work / Life Specialist can help you to assess your family's needs plus find resources on a range of topics:

Child care centers	Back-up care
Finding licensed providers	Summer camp
Elder care	Adoption resources
Family Child Care Homes	Special needs resources
Nanny care	College planning
Pre-schools & Nursery	Long-distance caregiving
Before & after school care	Preventing Elder fraud

NIH recognizes the important role that high quality, affordable and accessible child care plays in the lives of the NIH community and therefore provides direct services and support for those with child and dependent care needs. For more information about the NIH Child and Dependent Care Resource and Referral Service please call Life/Work Strategies at:

**1-800-777-1720**

For information about the NIH Child Care programs please contact the NIH Child Care Team by calling (301) 402-8180 or visit the website at: <http://does.ors.od.nih.gov/childcare>.



NIH DEPENDENT CARE RESOURCE & REFERRAL

**Program Overview** - At the NIH, we care about the health and well-being of our employees. When you return to work after your child is born, we want you and your baby to be happy and healthy. That's why the NIH Nursing Mothers Program is now a permanent NIH service.

### Why is this program important?

Human milk is designed to meet a baby's unique needs. Breastfeeding benefits infants in many ways, including:

- Protection from certain infections of the respiratory tract, ear, brain and spinal cord, and gastrointestinal and urinary tracts
- Possible decrease in change of sudden infant death syndrome (SIDS), insulin-dependent diabetes, or diseases of the digestive system, colon, and lymphatic system
- Possible reduced risk of allergies

You also benefit from breastfeeding you baby with:

- Less bleeding after delivery and a more rapid return of the uterus to its normal size
- A more rapid return to your pre-pregnancy weight
- Prevention of calcium loss from your bones
- A reduced risk of developing ovarian and pre-menopausal breast cancers
- Cost savings; breast milk is more economical than formula
- Less time lost from work, since breastfed infants tend to be healthier

### Education & Consultation

#### Prenatal Education:

Classes, such as "Is Breastfeeding for Me?" and "How to Get Started with Breastfeeding" are taught at various locations on campus.

The ideal time to attend a class is in the third trimester of your pregnancy. Choose the class you would like to attend from the schedule posted on the Nursing Mothers Program website:

**<http://dohs.ors.od.nih.gov/lactation.htm>**

or call the lactation consultant to arrange lunchtime classes for your group or building.

#### Telephone Support:

Our lactation consultant provides support and problem solving over the phone during the critical first weeks home for new mothers who are enrolled in the Nursing Mothers Program.

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### **Return-to-Work Consultation:**

Approximately two weeks prior to returning to work, you can receive a private consultation concerning issues related to the transition back to work.

The NIH Nursing Mothers Program services are available free of charge. You must fill out the registration form and email the form to Jane Balkam at [balkamj@od.nih.gov](mailto:balkamj@od.nih.gov) in order to take advantage of the consultations, classes, and lactation rooms. Go to:

**<http://dohs.ors.od.nih.gov/lactation.htm>.**

### **The Nursing Mothers Program includes:**

- prenatal breastfeeding education classes taught at various locations on campus
- telephone support while on maternity leave, providing advice and problem-solving during the first critical weeks
- return-to-work consultation
- onsite lactation rooms in various buildings, all equipped with breast pumps.

### **LACTATION ROOMS**

Lactation rooms are secure, comfortable rooms where you can go to collect your breast milk. The rooms are equipped with breast pumps, which are available free of charge. However, you will need to purchase your own personal kit—the lactation consultant will advise you about this.

Contact the lactation consultant to schedule your regular time to use the room and obtain a key. Scheduling allows you to be in and out as efficiently as possible and ensure the doors are locked for your privacy.

Main campus:

[Buildings 6, 10, 18T, 31, 37, 38, 45, 49, 50](#)

Executive Blvd & Rockledge:

[EPN \(6130 Exec Blvd\), NSC \(6001 Exec Blvd\), 6100 Exec Blvd, 10301 Fernwood Rd, Rockledge II](#)

Stonestreet:

[301 North Stonestreet Ave.](#)

Rockville & Frederick:

[NCI Frederick Cancer Research & Development Center; Advanced Technology Center, Rockville](#)

Poolesville:

[Building 110](#)

New rooms are being added on an ongoing basis. Check the website for the latest updates

### **NIH Lactation Consultants**

[Jane J. Balkam, PhD, APRN, CPNP, IBCLC](#), a local Lactation Consultant who specializes in worksite lactation programs, administers the lactation services. Dr. Balkam is a pediatric nurse practitioner and certified Lactation Consultant who has been managing worksite lactation programs in the Washington, DC area for over 14 years. In 2006, she received her PhD with a focus on Maternal-Child Health/Breastfeeding and Human Lactation. She can be reached at (301) 435-7850, or by e-mail at [balkamj@od.nih.gov](mailto:balkamj@od.nih.gov). Dr. Balkam is in the Office on Tuesdays and Thursdays only, but monitors the phone for messages on Monday, Wednesday and Friday.

[Colleen M. Prorok, RS, MSN, IBCLC](#), is also a Lactation Consultant who has over 20 years experience in pediatric nursing, and has been a certified Lactation Consultant for more than a decade. Mrs. Prorok is in the office on Wednesdays only to our employees at the Frederick locations. She can also be reached by telephone at (301) 435-7850 or via e-mail at [prorokc@od.nih.gov](mailto:prorokc@od.nih.gov).







**NIH Child Care Program**

<http://doh.ors.od.nih.gov>

301-480-8180

**NIH Parenting Listserv**

<http://does.ors.od.nih.gov/childcare/>

LISTSERV@LIST.NIH.GOV

**NIH Child and Dependent Care  
Resource & Referral**

<http://does.ors.od.nih.gov/childcare>

1-800-777-1720

**Child Care Subsidy Program**

FEEA

1-800-323-4140

1-800-338-0755

(303) 933-7580

**NIH Employee Assistance Program**

(301) 496-3164

<http://dohs.ors.od.nih.gov/eap/>

**Medical And Family Friendly Leave**

<http://www1.od.nih.gov/oma/manualchapters/person/2300-630-5/>

**Nursing Mothers Program & Services**

<http://dohs.ors.od.nih.gov/lactation.htm>

**Alternative Work Schedules  
& Teleworking**

<http://telework.od.nih.gov>



**DATS**

Division of Amenities and Transportation Services

Program created by [ExpressServices@mail.nih.gov](mailto:ExpressServices@mail.nih.gov)

An ORS Service