

Resources for You...

If You're **Having/Adopting** a Baby



Welcoming a new member of your family is exciting! At the same time, you have lots to figure out, manage and do for the new arrival. The good news is that Wellesley College offers many resources during the process.

The Wellesley College Human Resources Office can help you review and update your benefit coverages. Contact Human Resources at **x3202** to discuss your leave and benefit options.

Taking a Leave

Under the Family and Medical Leave Act (FMLA), you are eligible for at least 12 weeks of unpaid leave. You may use vacation and sick time during a portion of the time away. Staff may receive short-term disability benefits once sick leave has been exhausted. Review the Administrative Handbook at wellesley.edu/sites/default/files/assets/administration/files/adminhandbook.pdf. Faculty should refer to the Faculty Handbook for details at wellesley.edu/provost.

Updating Your Benefits Coverage

You may continue your medical, dental and vision plans by paying the required premiums while you are on leave. You may also change your benefit coverages as long as you make your new elections within 30 days of the event (i.e., the date of birth or adoption). Consider:

- **Adding your new dependent** to your medical/dental plans
- **Starting or changing your participation** in our Health Care and/or Dependent Care Flexible Spending Accounts (or Health Savings Account if you have our PPO Plus HSA medical plan) and/or
- **Updating your life insurance** and retirement beneficiaries and/or increasing your life insurance coverage.



THE WHOLE YOU

See Benefit Details >>

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How You Benefit

For More Information

Resources and Programs Wellesley College pays the cost of the following programs.

Our Employee Assistance Program (EAP) Offers Confidential Counseling, Advice and Referrals

The AllOne Health EAP is available to you and your family members for personal issues, stress management and work/life balance guidance – plus provide referral services for day care.

Use the EAP for one-time consultations or ongoing support for any issues that are affecting your health and wellbeing, including the arrival of a new family member.

Call **1-800-451-1834**

Go to **www.allonehealthheap.com**

User name: Wellesley

Password: Employee

The HealthAdvocate Program Gives You an Advocate to Help You Before and After the New Arrival

Use this program to get health care tips, locate pediatricians, and find special services you may need.

HealthAdvocate can share important information to help you care for yourself and your new family member. Assistance is available 24/7.

Call **1-866-695-8622**

Go to **www.HealthAdvocate.com/members**

Care.com Helps You Find Caregivers

Care.com helps you locate caregivers, view references and contact nannies, babysitters, back-up care, and day care centers.

Care.com's team matches you with the right caregiver, whatever your needs.

Call **1-855-781-1303**

Go to **www.wellesley.care.com**

College Resources These campus facilities may assist you and your child.

We Have Two Lactation Rooms

We offer two private rooms on campus and reasonable break times to support nursing mothers. Lactation rooms are located in Green Hall, 1st floor, and the Science Center.

You save time and get the privacy you need by signing up for a lactation room.

Call **781-283-3202**

Go to **www.wellesley.edu/hr/worklife/lactation-room**

The WCCC Provides On-campus Day Care

The Wellesley Community Children's Center (WCCC) provides on-campus day care for children from 3 months to kindergarten.

The WCCC provides coverage 50 weeks of the year. You can choose coverage for 10 or 12 months.

Call **781-235-7667**

E-mail **director@wccc.wellesley.edu**

Go to **www.wellesley.edu/hr/worklife**

The Wellesley College Child Study Center

Run by the Psychology Department, the Child Study Center conducts studies and serves as a nursery observation and research site.

Your child may be able to participate in these studies and you may benefit from the information they gather.

Call **781-283-2695**

E-mail **info@childstudycenter**

Go to **www.wellesley.edu/csc**