



Resource Guide for New and Expecting Parents

BOSTON UNIVERSITY MEDICAL GROUP

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Table of Contents:

- I. [Understanding Parental Leave](#)
- II. [Adoptive Parent Resources](#)
- III. [Benefits and Resources for Before and After Your Child Arrives](#)
- IV. [Lactation and Breast Feeding Support](#)
- V. [Childcare Resources](#)
- VI. [Wellbeing Benefits](#)
- VII. [Mental Health Resources](#)
- VIII. [Emergency Resources](#)
- IX. [Appendix: Tips for BUMG Faculty Taking PFML Leave](#)

UNDERSTANDING PARENTAL LEAVE

WHAT IS PARENTAL LEAVE?

Parental Leave refers to the period of time that new parents may take off from work following the birth of a baby or placement of a child for adoption or foster care.

It is important to plan your Parental Leave so that you can make the most of your time with the new addition to your family and do not experience any unexpected financial interruptions.

HOW LONG IS PARENTAL LEAVE?

The duration of your leave can vary depending on your length of service, status and prior utilization of leaves taken in the last 12 months through BUMG.

New parents may be eligible for three types of leave as described further below. If you do not meet the eligibility requirements for one leave, you may still be eligible for another leave. These leaves all run concurrently, when applicable, except as noted below.

If your spouse is also a BUMG employee, you are each eligible for your own leave benefits as a birth or non-birth parent, and there is no reduction in benefits.

Massachusetts Paid Family and Medical Leave (PFML)

All BUMG employees are eligible for up to 12 weeks of paid family leave for bonding with a new child during the first 12 months after birth or placement of the child. The first 2 weeks of your bonding leave will be paid at 100% of your total compensation (your average monthly earnings including salary and incentives) and the remaining duration will be paid at the State's maximum weekly benefit amount, which is \$1,129.82/week in 2023. The state updates this amount annually.

BUMG birthing parents are eligible for an additional 6 to 8 weeks of paid medical leave for birth recovery (formerly known as maternity leave) immediately

following birth. Six weeks is standard but the specific duration of your medical leave will be determined by your physician. Up to 8 weeks of your medical leave will be paid at 100% of your total compensation (your average monthly earnings including salary and incentives). PFML medical leave is not concurrent with PFML family leave for bonding, such that birthing parents may be eligible for a total of up to 20 weeks of PFML leave.

For more information on BUMG paid family and medical leave visit:

<https://www.bumc.bu.edu/bumg/resources/human-resources/>

Massachusetts Parental Leave Act (MPLA)

If you have been employed at BUMG for three (3) consecutive months, you may be eligible to take up to eight (8) weeks of unpaid, job-protected MPLA for the birth of a child, or for placement or adoption of a child under the age of 18, or under the age of 23 if the child has mental or physical disabilities. If multiple children are added to your family, you are eligible for this leave for each child. For example, the birth of twins would entitle you to up to 16 weeks (8 weeks for each child) of unpaid MPLA leave.

Family and Medical Leave Act (FMLA)

If you have been employed at BUMG for at least one (1) year, you may be eligible for up to 12 weeks of unpaid, job-protected FMLA. An eligible employee may request an FMLA up to 12 weeks in a 12-month period for the birth or placement of a child during the first 12 months after birth or placement of the child. A medical condition that develops during pregnancy that requires time out of work prior to the birth of your child will be deducted from your FMLA allotment.

HOW DO I APPLY FOR PARENTAL LEAVE?

Planning ahead is key when taking any leave of absence. As soon as you become aware of your need to be out of work, speak with your manager. You must also contact Matrix Absence Management no earlier than 30 days prior to the start of your anticipated leave date. Be sure to have the following information:

- Doctor/provider's name, phone number, address, fax
- Manager's name, phone number, and email
- Your expected last day worked
- Your employee ID or Social Security Number

Once your child is born or joins your family, inform Matrix of the actual date.

Leave Request Process Check-list

- ☐ Talk to your manager
- ☐ Notify Matrix Absence Management of your upcoming leave at **877.202.0055** or go to <https://www.matrixabsence.com/login/>.
- ☐ Follow the directions from Matrix on filing for PFML.
- ☐ Call Matrix to confirm the delivery date (birthing-parent leave only) or date child joins your family

A detailed [tip sheet to help with managing your leave](#) can be found in the appendix of this guide.

WHAT WILL I BE PAID WHILE ON PARENTAL LEAVE?

Wage Replacement During Your Leave

Here are some examples of how someone may be paid while on PFML for Parental Leave.

Birth recovery (Medical Leave) for birthing parent while on PFML	
Duration	Pay Type
6-8 weeks	100% of total compensation*

Child bonding (Family Leave) for both birthing and non-birthing parent while on PFML	
Duration	Pay Type
1-2 weeks	100% of total compensation*
2-12 weeks	State Maximum Benefit

*Average monthly earnings including salary and incentives

Deductions and Accruals During Your Leave

Your health, dental, life, accident and long-term disability insurance coverage through Boston University will continue while you are on PFML leave and your share of the cost for these benefits will be deducted from your PFML pay. While you are receiving PFML benefits, your retirement contributions will continue based on the PFML payment you are receiving and you will remain eligible to receive Tuition Remission benefits. You will continue to accrue paid time off (i.e. PTO, vacation, CME time) during the duration of your approved PFML, FMLA and/or MPLA leave(s).

WILL MY PRODUCTIVITY TARGETS BE ADJUSTED?

You will receive a reduction to your productivity targets for the year based on the entire period of time you are on an approved PFML, MPLA and/or FMLA.

ADOPTIVE PARENT RESOURCES

BUMG ADOPTION AND SURROGACY BENEFIT

A stipend is available to eligible employees who are building families by means of adoption or surrogacy. If approved, you may receive up to \$33,000 per event for reasonable and necessary expenses directly related to the adoption or surrogacy.

For more information, visit:

<https://www.bumc.bu.edu/bumg/resources/human-resources/>

WEB-BASED RESOURCES

Adoptionresources.org provides support to birth parents to make a plan that is best for you and your baby as well as assisting individuals and couples pursuing adoption. For more information, visit: www.adoptionresources.org

BENEFITS AND RESOURCES

BUMG, BU, and BMC offer many benefits and resources that are available to help make your life easier as you plan for your new arrival, while you're on parental leave, and upon your return to work!

BEFORE YOUR CHILD ARRIVES

CHILDBIRTH CLASSES

BMC Childbirth Classes

BMC offers childbirth classes to help you know what to expect during the labor and the birth processes, as well as the first few days of the postpartum period. You are eligible if you are a BMC patient or have a BMC medical record number. To learn more and sign up for a class, call 617.414.3875 or email Childbirthed@bmc.org.

Blue Cross Blue Shield members

If you are enrolled in any of the BU medical plans with Blue Cross Blue Shield (BCBS), you may be eligible for up to \$90 for one childbirth course for each covered expectant parent and up to \$45 for each refresher childbirth course. The expectant parent is encouraged to attend the childbirth course that is recommended by their physician, nurse midwife, or by their health care facility. You must pay the full cost of the childbirth course. After you complete the course, call the Blue Cross Blue Shield customer service office for a claim form to file your reimbursement claim. You will only be reimbursed as above if you complete the course or if your delivery occurs before the course ends.

CAR SEAT INSTALLATIONS/SAFETY CHECKS

BMC Public Safety has officers trained to do car seat installation or safety checks. Employees can make an appointment for assistance before your child arrives. Or, if you deliver at BMC, you can call Public Safety (617.414.4444) at the time of discharge to request an officer. (The ability to complete the safety check depends on the availability of one of the trained officers.).

AFTER YOUR CHILD ARRIVES

MAKING CHANGES TO YOUR BENEFITS

The birth or adoption of a child is considered a Qualifying Life Event, which allows you to make changes to your benefit elections. You have 30 days from the event date to complete your elections in BU Works. All changes will be effective back to the day your baby was born/when the placement for the adoption was finalized. Through this process you can make changes to your benefits such as adding your new child to your medical insurance and changing your elections for Flexible Spending Accounts (FSA). If you already have family coverage for dental or vision, consider adding your new child to those plans at the time of the birth or placement. In addition, you may also be able to increase your life insurance coverage due to the birth/adoption of your child. For a full list of benefits you may wish to update after your child arrives, visit:

<https://www.bu.edu/hr/life-career-events/becoming-a-parent/>

Understanding Flexible Spending Accounts

You may begin or increase your FSA participation for the calendar year within 30 days of your child's arrival. If you are on a paid leave such as PFML, your participation will continue, provided your usual payroll deductions continue. You may continue to submit eligible claims in accordance with the plan's provisions while you are on leave.

REDUCED WORK SCHEDULES

If you are interested in temporarily reducing your work schedule to spend more time with your new child after you return to work, speak with your manager as early as possible. It is important to find out about any impact a reduced schedule may have on your benefits. The BU HR Service Center can assist with your benefits questions; they can be reached at 617-353-2380 or hr@bu.edu.

LACTATION AND BREASTFEEDING SUPPORT

For any parent who plans on breastfeeding, there are resources to help you successfully breastfeed during your leave and when you return to work.

BMC Employee Lactation Program

The BMC Employee Lactation Program was created to educate new parents on the benefits of breastfeeding and provide them with breastfeeding support, tips for pumping at work, and other helpful resources. For information, visit:

<https://hub.bmc.org/sites/default/files/docs/2018-11/EmployeeLactationProgramBrochure.pdf>

BUMG Lactation Support Benefit

This benefit will allow your department to maintain your salary and your reported productivity while blocking 12.5% of your clinical schedule for lactation breaks for a maximum of 6 months. This may correspond to the equivalent of two 30-minute break periods per 8-hour clinical day for individuals who require time during work hours to express breast milk. For more information visit:

<https://www.bumc.bu.edu/bumg/resources/human-resources/>

Lactation Rooms on Campus

There are several lactation rooms for nursing parents located throughout the campus. The specifics for each location are listed online at <https://hub.bmc.org/employee-center/employee-wellbeing/lactation>. Pumps and pump kits are not available, so please bring your own from home. For badge access to a locked room, contact the BMC Human Resources department at HRConnect@bmc.org or 617.638.8585, option 2.

Breast Pumps for Blue Cross Blue Shield Members

If you are enrolled in any of the BU medical plans with Blue Cross Blue Shield (BCBS), your covered services per birth include one breast pump that you buy or rent from a network appliance company or from a provider who is designated by Blue Cross Blue Shield to furnish breast pumps. No benefits are provided for a hospital grade pump.

BMC Baby Café

In addition to the services available through your health insurance, the Baby Café is a free, weekly breastfeeding support group to receive help from an Internationally Board-Certified Lactation Consultant (IBCLC) and volunteer lactation peer counselors. You also receive resources around child development, parental stress and coping skills, and help finding diaper banks. For a Zoom link to the BMC Baby Café, as well as a listing of other virtual breastfeeding support groups, visit

<https://bostonbreastfeeding.weebly.com/virtual-support-groups.html>

You can also call the Warmline at 857.301.8259 to have your breastfeeding questions answered by volunteer lactation peer counselors and IBCLCs. The phone line is staffed from 9:00 am - 5:00 pm, and you are free to leave a message at any time.

CHILDCARE RESOURCES REFERRALS AND INFORMATION ON CHILDCARE OPTIONS

Ensuring your child is healthy and safe after you return to work is a priority. Many childcare facilities have long waitlists, so it is important to start this process during your pregnancy or adoption planning.

Childcare Choices of Boston

Childcare Choices of Boston provides free information and referrals for childcare in and around the Boston area. Call 617.542.5437, option 4 (9:30 am – 3:30 pm, Monday - Friday) or visit <https://cccboston.org/> for information.

Child Care Aware of America

Child Care Aware of America works with more than 400 state and local Child Care Resource and Referral agencies nationwide to help you find the best care for you and your family. For tips and resources including what you should look for and ask when you visit a childcare center, visit <https://www.childcareaware.org/> or call 800.424.2246 (9:00 am – 6:00 pm, Monday - Friday) for more information.

CHILDCARE LOCATIONS

Little Sprouts Early Education and Childcare

Located at BUMC (815 Albany St), this facility is open to children of faculty, staff and graduate students. Part-time and full-time programs are available.
<https://littlesprouts.com/schools/bumc/>

Pine Village Preschool

Pine Village Preschool is a Spanish Immersion School for Toddlers and Preschoolers with 10 locations in the Greater Boston area, all operated by Kids & Company. Their South End location is conveniently located at 700 Harrison Ave. Part-time and full-time programs are available.
<https://pinevillagepreschool.com/locations/south-end/>

BU Children's Center

Open to children of faculty, staff and graduate students. Now serves infants and younger toddlers. Age range served is 8 weeks old until entering Kindergarten. This is a full-time program from September – August. Enrollment typically opens in November and spaces are offered in March. Located at 10 Lenox Street in Brookline.
<https://www.bu.edu/childrens-center/>

The Learning Experience

The Learning Experience has childcare locations throughout Greater Boston where they help children learn, play, and grow. Call the center of your choice directly, or call 888.865.7775 and ask for the Work & Family department, or visit
www.thelearningexperience.com

BOSTON UNIVERSITY FAMILY RESOURCES OFFICE

Resources and services include:

- Referral service and resource materials for parents seeking childcare
- Information about how to find Boston University students interested in babysitting
- Educational programs cosponsored with the Faculty & Staff Assistance Office
- Information about school vacation programs for children during the February and April school vacation weeks

- Information about summer camp programs for children during the summer vacation weeks

For more information, call 617-353-5954 or visit:
<https://www.bu.edu/childrens-center/family-resources/>

BACKUP CARE OPTIONS

Care.com

Last-minute care for children, adults or elders for work-related needs. Cost is \$6/hour for in-home care or \$10/day/child for in-center care. BUMG employees may use 10 backup care days/year.

Free premium membership for Care.com is available to find caregivers for child, adult, pet & household needs. Call 855.781.1303, visit <https://bumg.care.com> or download the “Care@Work” app. Use your BU employee ID# and BU or BMC email for the initial sign-up.

Bright Horizons

Last-minute care for children, adults, & elders for work-related needs. Cost is \$6/hour for in-home care or \$15/day/child for in-center care. BUMG employees may use 10 backup care days/year.

Bright Horizons membership is available for free to find care givers for child, adult, and elder care needs. Call 877.242.2737, or visit <https://clients.brighthouse.com/BostonUniversity> or download the “Back-Up Care” app. Use your BU ID# and BU or BMC email for the initial sign-up.

Note: Backup care offerings through Bright Horizons and Care.com are not mutually exclusive. BUMG employees may access up to 20 backup care days per year between the two programs.

WELLBEING BENEFITS

Sargent Choice Nutrition Center

BU Sargent Choice Nutrition Center is dedicated to making nutrition easier by supporting you at multiple levels. Their specialized services include nutrition counseling, group seminars, and health promotion programs. For more information visit: <https://www.bu.edu/scnc/>

FitRec

BU FitRec boasts an 18,000 square-foot weight and cardio room, a 1/7 mile indoor track, a climbing wall, a Pro Shop, racquetball and squash courts, two swimming pools, and a lazy river. FitRec members also have access to fitness and recreation facilities at the Case Center and the Track & Tennis Center. To join visit: <https://www.bu.edu/fitrec/>

MENTAL HEALTH RESOURCES

Faculty and Staff Assistance Office (FSAO)

FSAO is a resource where BU faculty and staff can find help for a range of personal, work-related, and family concerns. Services are available to all BU employees and their household family members. Services are offered in person on the Charles River and Medical campuses as well as by phone and virtually. Interpreter services are available. If you have questions about services or would like to schedule an appointment, call at 617-353-5381 or go to <http://www.bu.edu/fsao>.

Well Connection

All BUMG members have access to telemedicine services through BCBS. American Well's national network of psychiatrists are available by appointment on Well Connection. This is in addition to the behavioral health therapists that are already accessible. You can access the same convenient care offered by Well Connection by signing in to your [MyBlue account](#) at: <https://www.bluecrossma.org/myblue/find-care/care-options/video-call-a-doctor>

Pause a Moment (PAM)

PAM is a free web-based well-being platform designed by Stanford psychologists and healthcare workers in response to the pandemic. PAM provides

healthcare workers with brief, personalized tools to help with stress and stress injury symptoms. A tool or exercise can be as short as one minute.

<https://pam.stanford.edu/>

BUMG Registration Code: 951.

BIPOC Mental Health Resources

Find resources specific to support BIPOC mental health.

BMC: https://hub.bmc.org/system/files/docs/2024-06/BIPOC_V2.pdf

BU: <https://www.bu.edu/fsao/resources-3/bipoc-mental-health/>

Chaplain on Demand

As members of the hospital's interdisciplinary team, Chaplains are trained to respond to your spiritual, emotional, and religious needs. Call 617-414-4299 to speak with a member of Chaplaincy Services.

Headspace

Get FREE access to this meditation and mindfulness app to use on your computer (home or office) or mobile device. For more information or to join visit: <https://www.bu.edu/fsao/resources-2/headspace-intro/>

Perinatal Mood and Anxiety Disorders Support

According to the American College of Obstetricians and Gynecologists, 10% of new birth parents develop a pregnancy-related mood disorder such as perinatal or postpartum depression. New birth parents should be screened for signs of postpartum depression around six weeks after childbirth. To learn more and for a listing of resources, visit www.postpartum.net.

PHONE HELP LINES

Parental Stress Hotline Voicemail

Open 24 hours. Leave a message and someone will get back to you

- 800-632-8188

Postpartum Support International/Postpartum Depression Warmline

Leave a message and a volunteer will call you back within 24 hours

- 800-944-4773

EMERGENCY RESOURCES

PHONE HELP LINES

24/7 Real-time Psychological First Aid

Page 5804 or call the BMC operator (617-638-8000 and enter 0 and ask to page 5804) and an on-call licensed clinician who understands the hospital environment will call you back within 30 minutes.

National Suicide Prevention Lifeline

24/7 suicide and crisis hotline (English & Spanish)

- Call or text 988
- TTY: 711 then 988
- Online chat available at website

Crisis Text Line

24/7 crisis support via text/chat/WhatsApp

- Text HOME to 741741

Samaritans

24/7 suicide and crisis hotline (tele-interpreter available – ask for preferred language)

- 988 call or text
- 877-870-HOPE(4673)

The Trevor Project

24/7 phone/text/online chat for LGBTQ and youth

- 866-488-7386
- Text 678678

Boston Area Rape Crisis Center

24/7 phone and 9a-11p webchat

- 800-841-8371
- TTY: 800-439-2370

APPENDIX

Tips for BUMG Faculty Taking PFML Leave

1. **Timing considerations:** Failure to follow the guidelines below may result in incorrect leave pay. Incorrect pay will necessitate retroactive adjustments and may result in a request to repay any overpayments.
 - **Filing your claim:** The ideal time to file your leave claim is from 30 days to 14 days prior to your expected leave start date. If you submit more than 30 days prior, your claim will be denied. If you submit less than 14 days prior, your approval may be delayed. Claims should be filed with Matrix Absence Management at www.matrixabsence.com or by phone at 877-202-0055.
 - **Getting your leave approved:** Submit any required supporting documentation to Matrix ASAP. Although you have 90 days to provide documentation, your leave will not be approved until your file is complete.
 - **Making changes to your leave:** To change your leave start date or request an extension to your leave, contact Matrix immediately and provide any supporting documentation ASAP.
 - **Intermittent leaves:** Report intermittent leave days to Matrix via phone or [online](#) by the deadlines on the calendar on page 2. Whenever possible, report your intermittent days *in advance*. You may report in advance for each pay period or for longer durations as you receive your schedule.
 - **Birth parents:** To take your bonding leave immediately following your childbirth recovery leave, please contact Matrix at least one week before your childbirth recovery leave ends to initiate your bonding claim.
2. **Items you must provide yourself:**
 - a. **To your department** - It is your responsibility to inform your Department Chair/Section Chief and Administrative Director of any leaves so that your clinical activity can be re-assigned. You should inform them ASAP when you become aware of an expected leave.
 - b. **To Matrix** - To protect your confidentiality, Matrix can only accept the following information from you: leave claims, date change requests, supporting documentation (may also be provided by your treating physician), and reports of intermittent days. Your department cannot provide this information.
3. **Leave pay:** Your leave pay is calculated based on your total compensation, which is defined as your average pay based on your last 12 months of earnings, including salary, bonus and incentives.
 - Your leave pay may not be the same as your semi-monthly salary.
 - If you have questions, contact leaves@bu.edu.
4. **Top off:** Depending on the length of your leave, your leave pay may change from 100% total compensation to a lower amount after a number of weeks per [BUMG PFML plan design](#). You may be able to use PTO and/or sick time to supplement your leave pay during this time – also known as “top off”.
 - The combination of your leave pay and your top off pay should be equivalent to your current/actual base salary.
 - Matrix will ask you if you wish to top off, but you must also discuss the specifics with your Administrative Director, including how much PTO and/or sick time you have available and wish to use.
 - Your Administrative Director (or a designated department staff member) will process your top off pay. off, you will receive your top off pay later than your leave pay. For instance, for leave dates in the first 2 weeks of the month, you will receive your leave pay in the paycheck on the 15th, but any top off pay for this period will appear in a later paycheck.
 - If you think you are missing top off pay, contact your Administrative Director.

CY24 Intermittent Leave Reporting Calendar (Effective May 2024):

Deadline to Report Intermittent Leave Days	For Pay Period (i.e. for Intermittent Absence Dates)	Pay Date
Thursday, May 02, 2024	5/1-5/15	Wednesday, May 15, 2024
Friday, May 17, 2024	5/16-5/31	Friday, May 31, 2024
Monday, June 03, 2024	6/1-6/15	Friday, June 14, 2024
Monday, June 17, 2024	6/16-6/30	Friday, June 28, 2024
Friday, June 28, 2024	7/1-7/15	Monday, July 15, 2024
Thursday, July 18, 2024	7/16-7/31	Wednesday, July 31, 2024
Friday, August 02, 2024	8/1-8/15	Thursday, August 15, 2024
Monday, August 19, 2024	8/16-8/31	Friday, August 30, 2024
Friday, August 30, 2024	9/1-9/15	Friday, September 13, 2024
Tuesday, September 17, 2024	9/16-9/30	Monday, September 30, 2024
Tuesday, October 01, 2024	10/1-10/15	Tuesday, October 15, 2024
Friday, October 18, 2024	10/16-10/31	Thursday, October 31, 2024
Friday, November 01, 2024	11/1-11/15	Friday, November 15, 2024
Thursday, November 14, 2024	11/16-11/30	Wednesday, November 27, 2024
Friday, November 29, 2024	12/1-12/15	Friday, December 13, 2024
Monday, December 09, 2024	12/16-12/31	Tuesday, December 31, 2024