

STEP BY STEP

PREGNANCY & PARENTAL BONDING GUIDE FOR STAFF

Preparing for any absence can be a confusing time. Use this timeline as a guideline to prepare for your pregnancy or parental bonding leave and your new life journey. Please keep an open line of communication with your supervisor and Central HR so that we can support you along the way.

Step 1

Schedule a one-on-one consult with [WorkLife Wellbeing](#) who can help you navigate your pregnancy and parenting resources at work and in the community.

Step 2

Childcare fills up quickly! Put your name on the **campus wait-list** now and start exploring other options as well. Look online at <https://www.myfamily.ucsb.edu/> for additional resources and information on picking the best childcare for you and your family.

Step 3

Talk with your Supervisor and your team! Tell your direct supervisor first. It's tempting to tell your work friends, but your supervisor/manager should really get the news from you, preferably in person if possible.

Step 4

How much leave will you take?

Submit your leave request to HR if you haven't already, and take a moment to review the "**Pregnancy, Newborn Child and Adopted Child**" fact sheet.

Pregnant? Attend a pregnancy counseling session with the Leave Admin Team **3-4 months prior to your expected leave**. Review leave balances and options, and ask questions!

Talk with your doctor, then review the plan with your supervisor and any direct reports.

Step 5

Think about creating a thoughtful ramp-down plan. What daily tasks and long-term projects will need to be taken care of while you're out? Do you want your team to communicate with you about anything while you're out? If so, how? **Mindful Return and Bright Horizons** both offer free guides for thinking about these major life transitions.

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STEP 7

Start **researching pediatricians**. If you're having a baby at the hospital, they'll want you to schedule an appointment before you leave the hospital! You may want to **check who is in network** with your plan, interview a few, get some friendly referrals, and/or read online reviews. If you have questions you may want to talk with the **UCSB Health Care Facilitator**

STEP 9

Practice, Prepare, and **pack your bag!** Create a plan in case you go into labor in the office, pack a bag and leave it in your car, or next to the front door at home. Now enjoy your new baby, and a well earned bonding time!

Step 11

Find your **Working Parent Posse!** Who can help guide you? Colleagues in your department, across campus, and new parent communities. You may want to **subscribe to the WorkLife Shoreline page** for monthly events and parenting webinars.

STEP 6

Birthing & Baby Basics Classes. Sign up for **PEP's free Baby Basics class**, and find your preferred birthing class.

Classes are offered through Santa Barbara Cottage Hospital, The Santa Barbara Birthing Center, and through a variety of midwives and birthing practitioners in the county. Some even available online!

STEP 8

Think about how you're going to feed your baby. You can **order your free pump and pumping accessories** through your insurance plan, as well as get helpful lactation assistance. **Resources for Pumping and Nursing support** is also available on campus and in the community.

STEP 10

Remember, **you have 31 days after the baby is born to add them as a dependent in UCPATH**, and to your benefits coverage. Want to make any changes to your benefits? Those 31 days is the "life event" period where you may be able to!