

## STEP BY STEP

# PREGNANCY & PARENTAL BONDING GUIDE FOR ACADEMIC EMPLOYEES

**Preparing for any absence** can be a confusing time. Use this timeline as a guideline to prepare for your pregnancy and/or parental bonding leave. Please keep an open line of communication with your department chair and the Academic Personnel office so that they can support you on this journey.

## 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/Chair/Director and team!** Tell your supervisor before you tell your colleagues. It's tempting to tell work friends, but your direct supervisor should really get the news from you, preferably in person.

## STEP 4

**How much leave will you take?** Submit a Leave Request through [AP Folio](#). Review the [Academic Personnel Leave of Absence webpage](#) for information about your leave options, and check out [UCNet](#) for your new parent roadmaps.

## 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 Support!** Who can help guide you? Colleagues in your department, across campus, and new parent communities.

You may want to join a local parent support group, and **subscribe to the WorkLife Shoreline page** for monthly events and parenting webinars.

## STEP 6

**Birth & 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

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!