

Leave Policies

Faculty: <http://science.mit.edu/policies/family-benefits-and-resources-faculty>

Postdocs: <http://science.mit.edu/policies/orientation-postdocs>

Grad Students: <http://science.mit.edu/policies/resources-graduate-student-families>

Maternity Leave for Graduate Students

Female graduate students anticipating childbirth are eligible for up to three months of maternity leave, or "childbirth accommodation."

Graduate students on childbirth accommodation will continue to receive full stipends and will retain access to on-campus medical facilities and eligibility for hospitalization benefits, as long as tuition and fees have been paid for that term.

Students should initiate conversations with advisors and department administrators about five months before they expect to take leave. Plans should be made for TA assignments, time-sensitive research or reports, and any other issues of importance, such as field work, doctoral qualifying examinations, publication deadlines, etc. Childbirth accommodation will stop the academic and research clocks with respect to assignments, reports, or other class or research-related requirements, including TA duties.

Graduate students who require childbirth accommodation must file a petition with the Office of the Dean for Graduate education for approval. All eligible students will be approved. The form can be found here: http://odg.mit.edu/wp-content/uploads/2011/09/Childbirth_Form.pdf. More information about childbirth accommodation can be found here: <http://odg.mit.edu/gpp/registration/changes/childbirth-accommodation-maternity-leave/>

Maternity Leave for Postdoctoral Associates

The School will pay the maternity leave (of up to 2 months) for postdocs who are appointed through the School. For postdocs on general (1 series) or internal orders (2-4 series), their salary will be charged to one of the Dean's Office accounts. For postdocs on research funds, the Dean's Office will transfer the funds to the PIs account. To receive this support, you or the HR Administrator or AO for your departments should provide me the start and end date of their medical leave and their name.

Dual Career Support for Faculty

MIT offers transitional support to partners of newly-hired tenure-track and senior faculty who seek career placement in the Boston area. MIT will provide funds for job placement and our staff will provide advice and guidance. The School will also provide funds for partners to engage with an external placement agency. Contact me for further information.

Faculty Subsidies for Child Care

School of Science tenure-track faculty members are eligible to receive up to \$5,000 in reimbursements for child care. Tenured faculty can reimburse themselves up to \$5,000 per year for dependent care expenses associated with travel on MIT business. Information and request forms can be found here: <http://science.mit.edu/policies/>

faculty-travel-mit-business-sos-site

Backup Adult and Childcare Program

When normal care arrangements are disrupted, MIT faculty, postdocs, and graduate students are eligible for free referrals to child care and adult care through Care.com, with set rates for hourly and daily at-home and in-center care. Caretakers are screened and trained, and are available any time of day or night, any day of the week.

Faculty and postdocs may request up to 15 free child care (<http://hrweb.mit.edu/worklife/child-care-parenting/backup-child-care>) or adult care (<http://hrweb.mit.edu/worklife/backup-adult-care-program>) referrals each year. Graduate students can request up to 10 free child care referrals each year (<http://hrweb.mit.edu/worklife/backup-child-care-students>), with significantly reduced rates for care.

Lactation Rooms

MIT has several dedicated lactation rooms around campus intended for the use of anyone in the MIT community who needs them, and the School of Science and its departments sponsor several more for their own communities. All rooms have at minimum locking doors, good lighting and ventilation, electrical outlets, a comfortable chair, waste baskets and cleaners, and a nearby refrigerator and sink. More information and a complete list of rooms can be found here: <http://hrweb.mit.edu/worklife/child-care-parenting/breastfeeding-support/lactation-rooms>

Spousal Travel & Dependent Care for Tenure-Track Faculty

Spousal Travel

On occasion, a spouse will have a formal role in a MIT-related event. In such circumstances, travel expenses for the spouse may be reimbursed by MIT. The Provost's Office must approve MIT payment of travel expenses for spouses in advance of the travel. Requests must be made in writing and should include a clear explanation of how the spouse's presence will be part of the formal MIT-related program. Spouses who accompany MIT employees on business trips for personal reasons do so at the expense of the Traveler.

In addition, the Institute has a Dependent Care for Faculty Travel policy that provides for reimbursement associated with travel on MIT business above those normally incurred by the faculty member while at MIT. Under this policy, tenure track faculty members are eligible to be reimbursed up to \$5,000 in direct expenses, plus an allocation to cover the tax due on the expenses, per year in reasonable childcare or dependent care expenses. Tenured faculty members can seek reimbursement, but will need to cover the costs from one of their discretionary accounts.

In general, the Institute does not reimburse travel expenses for spouses of faculty members, unless that spouse is also traveling on MIT business. Occasional exceptions are made when the health or well-being of the faculty member, spouse, or child depends on traveling together and there is no reasonable alternative. In such instances, reimbursements must be approved by the provost before travel arrangements are made. The policy is outlined on the School's website at <https://science.mit.edu/resource/faculty-family-benefits-support/>.

If you learn of faculty members who plan to travel and bring their spouse to assist with child care, please submit a request to me for Provost's approval before the travel has

occurred. In the request, it is helpful to understand why having the entire family go on the trip is required. Also, if you have questions regarding the policy or the reimbursement process, please contact Heather Williams.

Faculty Parental Teaching Relief

Faculty members, regardless of gender, will be released from teaching administrative duties for one semester at full pay if they wish to spend the majority of their academic time caring for a newborn or newly placed child. Faculty members on leave will be released from teaching and administrative duties for one semester, but will continue to be expected to fulfill their thesis-advising responsibilities and sustain their research program. Institute rules on outside professional activities for full-time faculty will remain in force for those on such release. Also, it is expected that, normally, they will not increase their usual outside professional activities or travel away from Cambridge. Faculty members may take advantage of teaching relief for any term they choose within one year after the arrival of a child.

Maternity and Personal Leaves of Absence

Birth mothers are entitled to eight weeks of paid leave immediately following the birth of the child, and may also take four weeks of paid medical leave to extend this leave to twelve weeks. When this occurs during an academic semester, the faculty member may receive the semester off from teaching. All other new parents can take additional leave for newborn or newly placed child care or care for family members with serious health conditions in accordance with the Family and Medical Leave Act policies.mit.edu.