Expectant Parents Workshop Series

Balancing Baby/Children & Work

Heidie Rhodes
Policy & Programs Manager
Human Resources

March 8, 2011
# Agenda

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<th>Topic</th>
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<th>Organization</th>
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<td>Family Friendly Policies &amp; Lactation</td>
<td>Heidie Rhodes</td>
<td>Human Resources</td>
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<td>Accommodation</td>
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<td>Breastfeeding and Returning to Work</td>
<td>Elizabeth Gomez, IBCLC</td>
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<td>Time Management</td>
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<td>Early Childhood Development Activities</td>
<td>Kimberly Mitchell</td>
<td>The Little Gym</td>
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<td>Child Development Philosophy</td>
<td>Klara Pakozdi</td>
<td>UCR Child Development Center</td>
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Family Friendly Policies & Lactation Accommodation
Pregnancy Disability Leave (PDL)

- **Eligibility**
  - There are no eligibility requirements

- **Paid Leave Options**
  - Up to 4 months of sick leave accruals
  - All vacation accruals

**Key Tip**

Once you know approximately when you’ll need time off for pregnancy disability, submit your Leave of Absence request to your supervisor and contact Benefits to schedule an appointment to discuss your pregnancy disability benefits!

**Note:** Runs concurrently with FML when FML applies
Pregnancy Disability Leave *(cont.)*

**Continuous vs. Intermittent vs. Reduced Schedule**

<table>
<thead>
<tr>
<th>Continuous</th>
<th>Intermittent</th>
<th>Reduced Schedule</th>
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</table>
| - Leave is taken in a single period of time | - PDL (FML) shall be granted on an intermittent basis, per the Certification of Health Care Provider  
  - The employee is responsible for notifying the department that the requested time off is due to his/her FML serious medical condition vs. a regular sick day  
  - These types of leaves should be designated in writing and the hours applied toward FML/PDL are tracked manually | - PDL (FML) shall be granted on a reduced schedule basis, per the Certification of Health Care Provider |
Parental (Baby Bonding) Leave

- **Purpose**
  - To care for the newborn child; or for placement of an adopted/foster child

- **Eligibility**
  - at least 12 months of UC service (need not be continuous); and
  - actually worked 1,250 hours during 12-month period prior to FML start date (excludes paid leave)

- **Paid Leave Options**
  - Up to 30 days of sick leave accruals — **NEW**
  - All vacation accruals

**Note:** If the mother & father are both UC employees, both are eligible for 12 weeks of Parental Leave & have up to one year from the birth or placement to use it.
Parental (Baby Bonding) Leave (cont.)

Continuous vs. Intermittent vs. Reduced Schedule

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<td>• Parental Leave shall be granted on an intermittent basis provided the</td>
<td>• With departmental approval, an employee</td>
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<tr>
<td>period of time</td>
<td>minimum duration of the leave is two weeks, except that a request for leave</td>
<td>may take Parental Leave on a reduced schedule</td>
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<td>which is for less than two weeks shall be granted on any two occasions</td>
<td>basis</td>
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Catastrophic Leave

- Permits temporary salary and benefit continuation
- The employee must be on an approved Leave of Absence
- Employees can only receive during their supplemental disability waiting period, once University disability benefits are in effect, the employee is no longer eligible
- No more than 1 month or 184 hours of donated leave in a rolling 12-month period beginning with the date of the first donation
Lactation Accommodation Program

- Two Lactation Rooms
  - Sproul Hall 2113
  - Pierce Hall 2214B
Lactation Accommodation Program
Pierce Hall 2214B
Lactation Accommodation Program
Sproul Hall 2113
Useful Links

- Absence from Work Policy
- Leave of Absence Local Procedure
- UCR Catastrophic Leave Program
  - Catastrophic Leave Request Form
  - Catastrophic Leave Donation Form
- UCR Lactation Accommodation Program Guidelines
- Room Usage & Program Participation Agreement form
- Lactation Accommodation Website
- Child Development Center
- Loving Support
- The Little Gym
UCR Contacts

- Heidie Rhodes, *Family Friendly Policies & Lactation Accommodation*
  - [heidie.rhodes@ucr.edu](mailto:heidie.rhodes@ucr.edu), extension 2-2463
- Tina Rodriguez, *Pregnancy Disability Coordination*
  - [tina.rodriguez@ucr.edu](mailto:tina.rodriguez@ucr.edu), extension 2-1440
- Mary Johnson, *Health Care Coordination — Benefits*
  - [mary.johnson@ucr.edu](mailto:mary.johnson@ucr.edu), extension 2-1425
- Aaron Bushong, *Time Management*
  - [Aaron.bushong@ucr.edu](mailto:Aaron.bushong@ucr.edu), extension 2-3100
- Julie Chobdee, *Wellness Program - Healthy Pregnancy*
  - [Julie.chobdee@ucr.edu](mailto:Julie.chobdee@ucr.edu), extension 2-1488
- Klara Pakozdi, *Child Development Center*
  - [Klara.pakozdi@ucr.edu](mailto:Klara.pakozdi@ucr.edu), extension 2-3854
- Sara Umali, *Family Friendly Policies – Faculty & Other Academics*
  - [sara.umali@ucr.edu](mailto:sara.umali@ucr.edu), extension 2-5810
Off Campus Contacts

- Elizabeth Gomez, IBCLC, RLC, Health Education Assistant II
  - Loving Support Breast Feeding Program
    (951) 210-1388
- Kimberly Mitchell, The Little Gym
  - Early Childhood Development Activities
    (951) 789-6491
Breastfeeding and Returning to Work

Elizabeth Gomez, IBCLC, Loving Support
Breastfeeding and Returning to Work
Elizabeth Gomez, IBCLC
The WIC Program

WIC is a supplemental nutrition program for women, infants and children.

Who is eligible for WIC?
- Women who are pregnant, breastfeeding or recently had a baby.
- Infants and children to 5 years of age.
- Low-income (185% of poverty level) and at nutritional risk.

WIC Provides
- Special checks for healthy foods.
- Nutrition & health education.
- Breastfeeding support.
- Referrals to health care & other services
- Online Education
- Evening clinic appointments
What are WIC foods?
Healthy foods such as:
Food Packages for Breastfeeding and Non-Breastfeeding Moms

Food Package for Breastfeeding Moms (12 Months)

Food Package for Non-Breastfeeding Moms (6 Months)
Food Packages for Breastfed and Non-Breastfed Infant

- Food Package for Exclusively Breastfed Infants
- Food Package for Formula Fed Infants
What is WIC Education?

WIC provides:

Group Education Sessions

Individual Education Sessions
About us:
The Loving Support Breastfeeding Program provides support, encouragement and assistance to all new mothers in order to make breastfeeding successful.

- Loving Support has been grant funded by First 5 Riverside for 10 years.
- In 2010 we served over 18,000 new mothers
- Loving Support serves Riverside County residents.
- Toll-free, bilingual helpline available 24 hours a day, 7 days a week to provide support and assistance. Staffed by board certified lactation consultants and lactation educators.
We have information to help you with......

- Your first days at home
- Returning to work
- Breastfeeding in public
- Support & encouragement
- Nutrition & weight loss
- Introduction to solid foods
- Lactation support
Benefits of Breastfeeding

-Breast milk keeps baby healthy (especially those in group child care centers)

-Breast-fed babies have lower rates of medical problems, including diarrhea, rashes, allergies, and ear infections.

-Mothers of healthy babies miss less work

-Breastfeeding keeps a mother and baby close even when they are apart

-Mothers do not have to worry about buying and mixing expensive formula.

-Human milk is custom designed - a mother’s milk has antibodies specific to her own environment... the same environment of the baby.
How Does Formula Stack Up Against Breastmilk?

Individual names of the ingredients are not listed here for breast milk. Refer to flyer for the complete list of identifiable ingredients. There are still over 48 additional ingredients that are unidentifiable at this point.

Please note:
Just because several of the primary ingredients in formula and breast milk have the same names, they are not absorbed the same in an infant. For instance, 49% of iron in breast milk is absorbed compared to 7% in infant formula and 10% in cow’s milk.
Many mothers who work outside the home continue to breastfeed. In order to be successful, planning and preparation are very important.

As more moms are working, employers are becoming more supportive of breastfeeding. For example breastfed babies are typically sick fewer times. Less sickness on the baby's part means less absence on moms part. Which means better productivity for the company.

Breastfeeding and working can be a win, win, win situation!
Breastfeeding Laws

1998: Breastfeeding at Work

The California legislature encourages the State of California and all California employers to strongly support and encourage the practice of breastfeeding by striving to accommodate the needs of employees, and by ensuring that employees are provided with adequate facilities for breastfeeding, or the expressing of milk for their children; and that the Governor declare by executive order that all State of California employees shall be provided with adequate facilities for breastfeeding or the expressing of milk.

2002: Lactation Accommodation

Chapter 3.8, Section 1030, Part 3 of Division 2 of the Labor Code. This law requires all California employers to provide a reasonable amount of break time and make a reasonable effort to provide a private space, other than a toilet stall, close to the employee’s work area, to accommodate an employee desiring to express breastmilk for her baby. The break time shall be unpaid if the break time does not run concurrently with the rest time authorized for the employee. An employer is not required to provide break time for pumping if taking break time beyond the usual time allotted for breaks would seriously disrupt the operations of the employer. Violation of this chapter is subject to a civil penalty of $100.
Milk Expression

Find a pump that works best for you and with your schedule.

Manual Pump: For occasional pumping for women who work very few hours a day.

Semi-Automatic Pump: Used for single and double pumping on a semi-automatic cycle

Electric Double Breast Pump: Ideal for long-term pumping needs. Mothers who are separated from their babies
Breast Milk Storage

<table>
<thead>
<tr>
<th>Room Temp.</th>
<th>Refrigerator</th>
<th>Freezer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Breast milk 5 Hours</td>
<td>5 Days</td>
<td>5 Months</td>
</tr>
</tbody>
</table>

Storing Tips:
- Use clean bottles or storage bags
- Store each bag with the amount your baby eats
- Write the date on the bag, use the oldest milk first
- When storing milk in the freezer do not place it on the door
Getting You and Your Baby Ready

- When your baby is around 4 weeks have a family member feed your baby a bottle of your breastmilk.

- At least 2 weeks before returning to work, start to build your supply of frozen breast milk. Remember you only need to store if for your first day back to work.

- Practice leaving your baby with family member for a few hours.

- If possible start work with a short week.
Prepare pump bag:
  - Clean bottles
  - Pump parts
  - Power supply or batteries
  - Paper towels
  - Hand Sanitizer/Wipes
  - Storage bags
  - Cooler/Lunch Bag
  - Freezer packs if refrigerator is not available

Optional Items:
  - Photo of baby
  - Breast Pads
  - A Shawl or cover if pumping in a common area
  - A “do not disturb” sign
  - A pillow for comfort
  - ipod - music or video
  - Extra shirt
Contact Information:

Riverside County WIC Program
1-800-455-4942
www.rivco-nutrition.org

Available 24 hours a day, 7 days a week
1-888-451-2499
951-358-7212
www.lovingsupport.org
Time Management

Aaron Bushong
Balancing Baby/Child & Work
Brown-Bag Workshop Series

Time Management

Aaron Bushong
Time Management Numbers

168

40

56

72
Understanding Time Management

[Time is] a continuum … in which events succeed one another from past through present to future.

*Webster’s Dictionary*
Understanding Time Management

The basic element of time is an event. The key to managing time is event control.

If you fail to control events in your life, then events in your life will control you. Be Proactive!
3 KEYS TO EFFECTIVE TIME MANAGEMENT

1. Write everything in your daily planner
   - Make sure you have your daily planner with you at all times
   - Do not write information on “floating” pieces of paper
   - Use your daily planner as your only calendar

2. Prioritize your daily tasks
   - Your daily tasks should include EVERYTHING you want to accomplish on a particular day
   - Each daily task should be assigned a value and a numerical sequence

3. Be consistent
   - Follow the daily planning procedure everyday, including weekends, holidays, and vacations
Prioritizing

1. Write down EVERYTHING you want to accomplish on a particular day

2. Assign a letter to each of your tasks to indicate its priority
   - A = The task MUST be completed today
   - B = The task SHOULD be completed today
   - C = The task COULD be completed today

3. Assign a numerical sequence to every task within each letter designation
   - A1, A2, A3, A4 ...
   - B1, B2, B3, B4, B5, B6 ...
   - C1, C2 ...
Highlander Family

• Two working parents
  – Monday – Friday
  – 8:00 a.m. – 5:00 p.m.

• One child in daycare
  – Involved in ballet, piano, and swimming
# Monday

**Routine:**
- 5:00   Wake-up
- 6:00   Make breakfast & lunch
- 7:00   Leave the house
- 8:00   Work/Daycare
- 9:00   Work/Daycare
- 10:00  Work/Daycare
- 11:00  Work/Daycare
- 12:00  Lunch
- 1:00   Work/Daycare
- 2:00   Work/Daycare
- 3:00   Work/Daycare
- 4:00   Work/Daycare
- 5:00   Leave work
- 6:00   Make dinner
- 7:00   Bathe child
- 8:00   Child’s bedtime
- 9:00   Get ready for bed
- 10:00  Go to sleep

**Additional Tasks & Events:**
- 12:00   Lunch
- 1:00    Work/Daycare
- 2:00    Work/Daycare
- 3:00    Work/Daycare
- 4:00    Work/Daycare
- 5:00    Leave work
- 6:00    Ballet class
- 7:00    Leave work
- 8:00    Child’s bedtime
- 9:00    Get ready for bed
- 10:00   Go to sleep
<table>
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<td>7:00</td>
<td>Leave the house</td>
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<td>Work/Daycare</td>
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<td>4:00</td>
<td>Work/Daycare</td>
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<td>5:00</td>
<td>Leave work</td>
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<td>5:30</td>
<td>Pick-up prescription</td>
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<tr>
<td>5:00</td>
<td>Make dinner</td>
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<td>5:30</td>
<td>PTA meeting</td>
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<td>7:00</td>
<td>Bathe child</td>
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<tr>
<td>8:00</td>
<td>Child’s bedtime</td>
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<tr>
<td>8:00</td>
<td>Put trash out</td>
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<tr>
<td>9:00</td>
<td>Get ready for bed</td>
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<tr>
<td>10:00</td>
<td>Go to sleep</td>
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<tr>
<td>Time</td>
<td>Event</td>
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</tr>
<tr>
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<tr>
<td>4:00</td>
<td>Work/Daycare</td>
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<tr>
<td>5:00</td>
<td>Leave work</td>
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<td>5:30</td>
<td>Hair appointment</td>
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<td>6:00</td>
<td>Make dinner</td>
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<td>6:00</td>
<td>Ballet class</td>
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<td>7:00</td>
<td>Bathe child</td>
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<td>7:00</td>
<td>Stop by store</td>
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<td>8:00</td>
<td>Child’s bedtime</td>
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<td>9:00</td>
<td>Get ready for bed</td>
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<td>10:00</td>
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Thursday

Routine:
5:00  Wake-up
6:00  Make breakfast & lunch
7:00  Leave the house
8:00  Work/Daycare
9:00  Work/Daycare
10:00 Work/Daycare
11:00 Work/Daycare
12:00 Lunch
1:00  Work/Daycare
2:00  Work/Daycare
3:00  Work/Daycare
4:00  Work/Daycare
5:00  Leave work
6:00  Make dinner
7:00  Bathe child
8:00  Child’s bedtime
9:00  Get ready for bed
10:00 Go to sleep

Additional Tasks & Events:
Vacuum the house
2:45 Meeting at the school
4:00 Dental appointment
5:00 Piano lesson
6:00 Leave work
<table>
<thead>
<tr>
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<td>6:00</td>
<td>Make breakfast &amp; lunch</td>
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<tr>
<td>6:00</td>
<td>Go to the grocery store</td>
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<td>7:00</td>
<td>Leave the house</td>
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<td>Work/Daycare</td>
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<td>5:00</td>
<td>Leave work</td>
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<td></td>
<td>5:00 Swimming lesson</td>
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<td>6:00</td>
<td>Make dinner</td>
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<td>7:00</td>
<td>Bathe child</td>
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<td>8:00</td>
<td>Child’s bedtime</td>
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<tr>
<td>9:00</td>
<td>Get ready for bed</td>
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<tr>
<td>10:00</td>
<td>Go to sleep</td>
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<tr>
<td>8:00</td>
<td>Date night</td>
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**Additional Tasks & Events:**
- Do laundry
- Go to the grocery store
How Do You Do It All

Ideas?
Suggestions?
Coordinating Calendars

Frequency
• Monthly, weekly, daily

Professional Responsibilities
• Meetings, events, overtime

Family Responsibilities
• Drop-off/Pick-up, events, activities
Establishing Routines

Morning Routine
• Getting ready, making breakfast, daycare drop-off

Evening Routine
• Daycare pick-up, making dinner, bedtime

Household Routine
• Household responsibilities, division of labor
Professional Responsibilities

• Working Overtime

• Working Weekends

• Business Travel

• Sick Days
Extracurricular Activities

• Play Dates
• Day Trips
• Lessons & Classes
Support System

• Parents

• Relatives

• Friends
Enjoy This Time
Early Childhood Development Activities

Kimberly Mitchell, The Little Gym
• The child development center first opened in
• Building A was built in 1996
• Building B opened in 2009
• Both buildings serve infants, toddlers and preschoolers
• Two classrooms serve 24 infants

• Four teachers for 12 infants

• Teachers /care givers hold teaching permits

• Breast feeding is encouraged

• Separate breast feeding room
• California Child Care Food Program-Formula
• Allergy
• Special needs
• Referrals
• Open door policy
• Parent workshops
• PTO
• PAC
• RIE PHILOSOPHY

• Resources for Infant Educares
• Funded by Magda Gerber
• Observations from an orphanage in Budapest
• Respect for infants
• Self soothing
• Self exploration
• Do less, observe more, enjoy most
Call for a tour: 951-827-7454