**Before parental leave:**

1. All BSD and SOM track faculty are eligible for up to 12 weeks of parental leave, regardless of parent gender, for the birth or adoption of a child. Review the [full leave policy](http://provost.uchicago.edu/handbook/life/leaves) ahead of time.
2. Contact Marguerite Boone to fill out the [forms](http://provost.uchicago.edu/sites/default/files/documents/clauses/FMLA%20form_0.pdf) for your paid leave.
3. You have 31 days after the birth of your baby to add him/her to your health insurance. The benefits office can let you know the process of [adding a dependent](https://goo.gl/4KQlTu), which is done through [Workday](http://workday.uchicago.edu). You will need to upload your child’s birth certificate. However, since it may take 4-6 weeks to receive the birth certificate, a copy of the Record of Birth from the hospital is acceptable in the interim.
4. Notify Lynda Hale. Cancel clinic starting at Week 38 in case you deliver early.
5. Make sure to make arrangements for clinic/call/urgent care/inpatient if you’ll be on parental leave for any of those. Debra will not put you on PCG call when you are away.
6. If you have inpatient or Saturday urgent care in the last month of pregnancy, consider switching because you may be tired that last month.
7. Arrange your inpatient time so that you are not scheduled for it immediately after returning from parental leave.
8. You will need to find coverage for your clinic while you are away. If you have a large patient panel, consider dividing coverage between 2 people with each person covering half of your panel.
9. Remember to change your voicemail on your academic line or train your admin assistant to be able to, in case you go into labor urgently.
10. Remember to put an [out of contact](http://home.uchospitals.edu/pdf/uch_040148.pdf) message on Epic, sign your Epic inbasket over, and put an away message on your email.
11. If you park in the garage, cancel parking while you are away to save money.

**After parental leave:**

1. If you are going to a conference, there’s a Dependent Care [Professional Travel Grant Program](https://provost.uchicago.edu/procedures/dependent-care-professional-travel-grant-program) funded by the Provost’s office, which will give you $500 for travel expenses each academic year if you are an Instructor or Assistant Professor.
	1. Applying for the fund is very easy and it’s very flexible. For example, you can use it to fly a relative to care for your child while you fly elsewhere, or to fly a relative to come meet you at a meeting destination, or to fly a relative with you to a meeting with your child.
2. If you plan to breastfeed after returning to work:
	1. Expect to pump 3-4 times a day
	2. Pump over the noon hour
	3. Block a 20-30 minute appointment during each half-day session of clinic to give yourself time to pump.
	4. Avoid being the only attending in urgent care.
	5. Buy an insulated bag for your milk.
	6. Use a hands-free pumping helper (pumping bra)
	7. Consider bringing multiple sets of pump supplies so you don’t have to clean them during the day or use the Medela steam sterilization bags to clean supplies
	8. Leave an extra full set of pump supplies in the clinic or your office, in case you forget something.
	9. Bring an extra shirt for work, in case of a spill
	10. Store your pumped milk in the PCG breakroom refrigerator in an insulated bag.
	11. Store an extra pump in the clinic in a locked closet.
	12. Clinic rooms are a great place to pump, if they are available. At the start of clinic, tell Debra White or whomever is staffing the middle hallway MA area that you will need to pump around a certain time so that you know in advance where you can go to pump. Usually there is space available in the clinic rooms in the D corridor or around AMS.
	13. Store a sign in your pump bag that says “Private Meeting” and post it while pumping.
	14. Draw the curtain in the room you are pumping in.
	15. If you have a commute home, pump while driving home.