Have you received a Mason baby hat yet? Be sure to meet with your Benefits Administrator so you can pick up your one of a kind baby hat handcrafted just for new Patriots by Mason Needleworks!

Other Helpful Resources

- Work/Life Connections
  http://hr.gmu.edu/worklife
- Employee Support Resources
  http://hr.gmu.edu/emp_relations/resources.php
- Flexible Work
  http://flexwork.gmu.edu/
- Discounts
  http://hr.gmu.edu/worklife/discounts
- Lunchtime Possibilities
  http://hr.gmu.edu/worklife/lunch
- Financial Well-Being
  http://hr.gmu.edu/benefits/retire/online_resources.php
- Summer Camps
  http://hr.gmu.edu/worklife/summercamps
  -Updated annually-
- School Assistance & Volunteer Service Leave
  http://hr.gmu.edu/gen-info/com-serv.php
Congratulations! As part of the Mason community you have a host of benefits and options available to assist you during this wonderful time. We have provided a list below of some important things to keep in mind during this exciting journey. Please remember your Benefits Team is happy to assist if you have any questions.

Phone   703-993-2600
E-mail   benefits@gmu.edu

IN PREPARATION
☐ Contact your Benefits Administrator to review your leave balances and discuss leave options.
☐ Remember to supplement unpaid FMLA status with all types of eligible paid leave.
☐ Share your leave plan with your supervisor and department.
☐ Discuss the use of flexible work options with your supervisor to ease the transition back to work after your child is born/adopted.
☐ Utilize any prenatal care programs offered by your health plan.
☐ Consider your lactation options. Remember that your breast pump and supplies may be covered by your health insurance.

AFTER BIRTH/ADOPTION
Within 60 days of birth/adoption:
☐ Add your child to your health insurance plan.
☐ Consider enrolling or increasing your Flexible Spending Account election amounts (dependent care and health).

As soon as possible:
☐ Update your beneficiary information on insurance policies, retirement plans, etc.
☐ Update your will and trust documents.
☐ If applicable, talk with your supervisor to arrange lactation space before your return to work.

Lactation Resources
Supporting new mothers returning to school or work is a community effort. Supervisors and managers at Mason can help facilitate lactation support whenever possible. Before returning to work, nursing mothers are encouraged to work with their supervisor regarding using an available space within their department to express. Often times, a space within the unit, such as a vacant office or available conference room, is the most convenient. There are however, private lactation spaces on campus available for nursing mothers:

FAIRFAX CAMPUS
Johnson Center, Ground Floor
Check-in at the JC Info Desk for key code to enter. Available all hours the building is open.

Merten Hall, 4th floor HR & Payroll office
Please call 3.2600 to arrange
Available M-F, 8:30am – 5:00pm

Nguyen Engineering Building
Please call 3.2600 to arrange.

SUB I, Room 1004
Check-in at Enrollment Central Service Desk for key
Available M-F, 9:00am – 5:00pm

ARLINGTON CAMPUS
Founders Hall, Room 323A
Available all hours the building is open
If locked, please call 3.2810 for access.

SCIENCE & TECHNOLOGY CAMPUS
Student Health, 2nd Floor Occoquan
Please call 3-8355 or 3.2810 for access.

For lactation room questions or assistance, please contact the Life/Work Connections Team at worklife@gmu.edu or call 3.2600.

WEB RESOURCES
Womenshealth.gov
www.womenshealth.gov/breastfeeding
La Leche League International
www.llli.org/nb.html

Child Care Resources
MASON CHILD DEVELOPMENT CENTER
The Child Development Center serves faculty, staff, and students at the university, with enrollment on a first-come, first-served basis. Regular child care is provided 7a.m. to 6 p.m., Monday through Friday for children 2-5 years old. Children attend 2, 3, or 5 days per week. Parents are encouraged to visit the CDC with their children prior to enrollment. For more information, go to hr.gmu.edu/cdc or email cdc@gmu.edu.

SITTERCITY
Through the Bright Horizons Care Advantage program, faculty, staff, and graduate students have a complimentary subscription to Sittercity’s comprehensive database of in-home child care caregivers. To activate your free membership, please visit:

WORKING MOMS SUPPORT GROUP
Join other Mason moms to discuss the issues confronting working mothers in a supportive environment. The group meets twice monthly on the Fairfax campus. Contact Heather Aleknavage at haleknav@gmu.edu for more information.

WORKING DADS GROUP
The role of father comes with many dimensions but without a guidebook. The Working Dads group gets together regularly on campus to swap stories, attend events and gain insight into the fathering role. Contact Dan Silver at dsilver4@gmu.edu for more information.

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