

Navigating Parental Responsibilities & Childcare in the Workplace

This document was adapted by the Women's Center and President's Commission for Women for the UMBC community from resources found on <http://childcareaware.org/>

Work with your supervisor

Discussing child care with your supervisor is an important element of finding care that best matches your schedule. The following steps may help you have this conversation with your supervisor:

- ◆ Do your research. Find out how other universities, businesses, or employees have handled child care issues before. Develop examples of how these models can benefit you and your office and ensure your commitment to doing your best on the job.
- ◆ Before talking to your supervisor, plan ahead and consider how to have a conversation in a calm and respectful manner, while also making sure to advocate strongly for yourself.
- ◆ Schedule a meeting and talk to your supervisor. Explain exactly what day care needs you have and how their support will improve your job performance and presence in the office. Additionally, discuss how to handle last-minute changes or child care emergencies. Try to develop more than one solution.
- ◆ *Students taking classes may be able to incorporate some of the same tips into their conversations with professors. Being transparent and discussing your needs are important to helping you be a successful student.*

Be aware of all your options

There are variety of work options that might be available to you that guarantee a flexible schedule. Become familiar with these and other programs that UMBC (or your partner's work place, if applicable) may have that can support you and your family. Some schedule option are:

- ◆ **Flexible:** Standard number of hours, flexible starting and ending time
- ◆ **Compressed Workweek:** 40 hours completed in under 5 days
- ◆ **Regular Part Time:** Part-time work with full time benefits
- ◆ **Job Sharing:** Two employees sharing the responsibilities. Salary and benefits adjusted
- ◆ **Leave time:** Approved time off without penalties, but possibly unpaid
- ◆ **Flexplace/Telework:** Employees working off-site, possibly connected to the work place electronically

For non-traditional work hours

Only about 10% of licensed child care providers in Maryland provide hours for non-traditional work hours. Working with other families or family members to provide care for the hours that you are working or are taking classes is an alternative to day care during off-hours. Utilizing more than one child care option is another way to cover all of your work hours or class schedule.

Use your Child Care Resource and Referral agency (CCR&R)

The local CCR&R has a list of regulated child care options that they can refer you to. This agency may be able to find a child care option that best matches your schedule. Visit www.mdchildcare.org for contact information. Consult the Women's Center and PCW Day Care and Parent's Resources document for additional local information and resources.

