

## WORK/LIFE BALANCE

Life is filled with challenges. LifeWorks, Inc., provides resources and information to help you balance work and family—from coping with change to family issues, you can turn to LifeWorks for information, ideas and support. Consultants are available 24/7 to provide assistance for you and your dependents, for urgent issues involving mental health and substance abuse as well as family crisis situations.

LifeWorks also provides a variety of on-call and on-line resources for such issues as childcare, elder care, legal and financial matters, emotional well-being, education and schooling, work issues, parenting issues and more. Get the answers you need by calling 1-888-267-8126 or visiting [www.lifeworks.com](http://www.lifeworks.com).

### Ombuds Program

The Ombudsperson is available onsite once a month as an additional resource to assist you in dealing with individual and interpersonal issues in the workplace and support individuals in learning how to confront or deal with difficult issues including:

- Marital/Relationship Problems
- Grief/Loss
- Significant Life Changes
- Alcohol and Drug Concerns
- Conflict with co-worker or supervisor

### Wellness

Our goal is to encourage, inspire and motivate our employees to seek a greater state of health and well-being.

To that end, we have partnered with a wellness vendor to provide you with tools and information to improve your lifestyle by offering, at minimal or no cost, health risk assessments, fitness classes, stress reduction techniques, weight management and nutritional counseling.



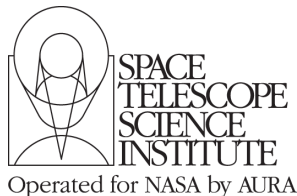
*“What happens if my child is sick and I have to miss work?”*

*“How will starting a family affect my job?”*

*“Where can I get information on caring for my aging parents?”*

These are just a few of the everyday life issues that arise and impact your work. At STScI, we recognize that we exist in a complex world and balancing work and life is a challenge for many. We also know that finding the right balance is a key element of your overall success and satisfaction. This is just one of the reasons we offer a variety of programs and plans designed to support a balance that is just right for you.

We encourage you to take a moment to familiarize yourself with the enclosed programs and plans. Have additional questions? A member of our Human Resources team is available to assist you.



Human Resources Department  
3700 San Martin Drive  
Baltimore, MD 21218  
Phone: 410-338-4389

*This is a brief description of our program benefits. In the event of a discrepancy, the provisions of the plan documents/contracts shall apply.*

## SPACE TELESCOPE SCIENCE INSTITUTE

*Our employees are the center of our universe*

# Family Friendly Benefits & Programs



*We believe the success of our missions depends on the well-being of those who support them*



Operated by AURA for NASA

At Space Telescope Science Institute, we recognize that success at work is only a fraction of your success in life. And that the success of our missions depends on the well-being of those who support them.

Moreover, the ease with which you can balance the demands of your work and the demands of your life and family is a key element of your overall satisfaction.

Therefore, we are pleased to offer a number of programs designed to meet the varying and unique needs of our staff.

## BENEFITS

We offer a broad range of basic programs that allow you to provide for current and future life needs. Our programs are comprehensive and affordable. Employees make a contribution to the cost of health, dental and voluntary life coverages. Others are company paid.

Our basic benefits include:

- Health insurance coverage, including a vision and prescription plan,
- Dental insurance coverage,
- Life Insurance,
- Disability Insurance – short and long term,
- Medical Flexible Spending Account,
- Generous Retirement Savings Plans.

Additional Family Life Benefits include:

- Voluntary supplemental life insurance for yourself and your family
- Dependent Care Flexible Spending Accounts,
- Same-sex Domestic Partner health and dental insurance coverage.



## PAID TIME OFF

We realize life is not always predictable and time off is essential to your well-being. Therefore, we provide a variety of paid time off benefits to meet your individual needs. These include (per year):

- Up to 30 days\* of sick leave,
- Up to 24 days\* of vacation,
- Seven holidays and three discretionary days.

*\*Accruals vary based on years of service*

### Family Sick Leave

Employees may use any of their accrued sick leave to care for a child under age 18, spouse or parent who is ill. They may use up to five sick leave days per year for the serious illness of a child over the age of 18 and other immediate family members.

### Family and Medical Leave

In recognizing the demands of the workplace as well as the needs of the family, STScI seeks to assure employees of the availability of leave with job protection under certain circumstances and events critical to their lives and the lives of their family.

Among the most important are the protections under the Family and Medical Leave Act (FMLA), which provide up to 12 weeks of job-protected unpaid leave for such things as an employee's serious illness, the birth or adoption of a child, the serious illness of a family member (spouse, child, parent, etc.).



Although the leave is unpaid, an employee may receive income through paid time off benefits and/or disability benefits.

**We also offer up to six weeks of paid parental leave for use in the event of the birth or adoption of a child. The leave is used to pay for time off during the first 12 weeks of the child's birth or adoption.**

### Lactation & Health Room

STScI has set aside a location that functions as a private room for female employees with lactation requirements as well as an area of respite for employees who may not be feeling well.

## DELAY IN SCIENCE CLOCK

Scientific staff members may request a one-year delay of the tenure clock for:

- The birth or adoption of a child,
- A serious illness requiring a prolonged absence from work, or
- A life-threatening condition of a spouse or child requiring frequent absences from work.

Subsequent status reviews will take place one-year later than would have occurred without such a delay. Delay may be granted only once during the appointment period.



For complete details on the delay of the tenure and science clocks, refer to Section B-1-11 of AURA's policies and procedures found at: [www.aura-astronomy.org](http://www.aura-astronomy.org).

## FLEXIBLE WORK SCHEDULES

Our lives are not always organized around a 9 to 5 work schedule. We allow you, in conjunction with your supervisor, to determine flexible schedules, which may include teleworking, a compressed work week, or a part-time schedule.

In general, meeting and program schedules for many Institute activities are scheduled to respect the demands of working parents with childcare responsibilities.

