



School of Engineering

Work-Life Balance at USC Viterbi

1. What is USC's parental leave policy?

For all full-time faculty, USC provides 10 weeks of faculty paid parental leave in connection with the birth or adoption of a child when the faculty member is the primary caregiver of the child during the leave and so long as the leave is taken within one year of the birth or adoption. This faculty paid parental leave (FPPL) will run concurrently with any leave provided by law in connection with the birth or adoption of a child. USC's faculty paid parental leave is intended to supplement the benefits that the individual receives while on California's Pregnancy Disability Leave (PDL) and/or California Paid Family Leave (PFL), so as to equal full pay for up to 10 weeks. Other applicable laws that provide unpaid leave and job protection are the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). For more information, please see Chapter 9 of the Faculty Handbook and information on New Baby or Adoption on the USC Employee Gateway (<https://employees.usc.edu/new-baby/>).

Birth mother faculty members who plan to take leave immediately after their baby's birth, should apply for California's Pregnancy Disability Leave (PDL) and 10 weeks of USC faculty paid parental leave (FPPL). Birth mother faculty members may also include in their request for PDL and FPPL, an additional 12 weeks of unpaid leave in accordance with CFRA for a total of 22 consecutive weeks of leave (California's PFL can provide partial wage replacement for 8 of the 12 weeks of unpaid leave).

Note that birth mother faculty members are *not required* to take leave after the birth of their child. If they decide to forego California's Pregnancy Disability Leave (PDL), they remain eligible for 10 weeks of faculty paid parental leave (FPPL) to run concurrently with California Paid Family Leave (PFL), the same as non-birth parent faculty members. In these cases, faculty members would apply simultaneously for California Paid Family Leave (PFL) and faculty paid parental leave (FPPL).

Individual situations may vary, so faculty are advised to consult in advance with Viterbi Human Resources and/or Viterbi Faculty Affairs for relevant information as pertaining to their situations.

Teaching Relief in Viterbi:

Viterbi Faculty who take faculty paid parental leave during the academic year typically will be released from teaching duties during one semester over which the approved leave occurs. Additional information can be found in Chapter 9 of the Faculty Handbook.

Summer issues for faculty on academic-year appointments:

Full-time faculty with academic-year appointments have nine-month contracts. If the baby's birth occurs during the summer, faculty paid parental leave (FPPL) would normally begin for birth mother faculty members when the academic year begins. Likewise, if the baby is born less than 10 weeks before the end of the academic year, faculty paid parental leave (FPPL) for the birth mother faculty member would normally begin on the baby's birth, pause during the summer, and resume at the beginning of the next academic year.

Viterbi summer wage replacement:

Viterbi faculty who have a history of receiving summer pay from grants or other sources can apply for faculty paid parental leave (FPPL) during the summer if the history of summer pay is established and certified by Viterbi's Payroll Department, subject to the Provost's approval.

WiSE

The Women in Science and Engineering (WiSE) Program provides additional support through its "Support for Faculty Pregnancy, Childbirth and Adoption" grants; for details, please see <http://wise.usc.edu/our-programs/grants-and-awards/faculty/support-for-faculty-pregnancy-childbirth-and-adoption/>.

2. What USC childcare options exist?

USC has two childcare centers, one on the University Park Campus and one on the Health Sciences Campus. Both are operated by Bright Horizons. The centers serve children from age 6 weeks through 5 years. To secure a childcare spot, which are allotted on a first-come-first-served basis (faculty do not have priority status), it is recommended to submit the pre-enrollment registration form as early as possible, preferably at least six months prior to the expected date of birth of the child.

In addition to USC Viterbi's childcare subsidy (see item 3 below), USC offers a Dependent care Flexible Spending account. Up to \$5,000 a year may be used to pay for childcare expenses.

Details are available on USC's Employee Gateway: <https://employees.usc.edu/bright-horizons-upc/>.

The WiSE Program provides additional support through its "Child Care" grants; for details please see <http://wise.usc.edu/our-programs/grants-and-awards/faculty/child-care-subsidy/>.

3. How does one receive USC Viterbi's childcare subsidy?

USC Viterbi provides a salary supplement for a period of up to 6 months for each child born or adopted (age 5 or less) to help cover costs for the period of transition while waiting to enroll the child in a childcare center. The subsidy amounts are stepped: \$2,000 per month for junior faculty (i.e., Lecturer or Assistant Professor ranks); \$1,500 per month for mid-career faculty (i.e., Senior Lecturer or Associate Professor ranks), and \$1,000 per month for faculty at the more senior full Professor ranks. Childcare subsidies will be distributed in the faculty member's paycheck after completion of USC's 10-week paid parental leave, if one is taken. The application form and full details are available on USC Viterbi's Faculty site under "Policies" at <http://viterbischool.usc.edu/faculty/>.

4. What housing assistance does USC Viterbi provide?

USC's Neighborhood Homeownership Program provides faculty a maximum of \$50,000 or 20% of the home's purchase price (whichever is less) over a seven year period, subject to location and other restrictions (see below for more details). Additional information about USC's Neighborhood Homeownership Program is available on USC's Real Estate website at <https://realestate.usc.edu/housing/>. In addition, USC Viterbi may provide newly hired tenure-track faculty a \$100,000 down payment subsidy as an interest-free loan, forgiven at the rate of 10% per year over a 10-year period, effective conditional on a satisfactory mid-probationary review.

Faculty may apply to live and work within the Residential Colleges as part of the Faculty in Residence program. Full details about Faculty in Residence positions and possible openings are available at <https://resed.usc.edu/employment/facultyinresidence/faculty-in-residence-position-description/>.

USC owns several townhomes near campus, but there usually is a waiting list. Information about the McCulloch Townhomes are available at <https://realestate.usc.edu/housing/townhomes/>.

Two real estate firms, [Quest Relocation](#) and [Odyssey Relocation](#), provide relocation services to new employees of USC at special rates. In addition, two moving firms that offer special discounted rates to USC employees are [Executive Moving Systems](#) and [Wheaton Van Lines](#). Contact Viterbi's Business Office (213-740-8234) for info on how to take advantage of discounted rates for these services.

5. What dual career resources are available?

Faculty with dual career questions should contact their department Chair or Vice Dean for Faculty Affairs, for a preliminary consultation. Debbie Jones, Dual Career Consultant in the USC Office of the Provost, also is available for consultation and assistance. Details about USC's support for dual career spouses and partners can be found on the USC Faculty Portal at <http://faculty.usc.edu/dualcareer/>.

Useful Links:

- USC Faculty Portal: <http://faculty.usc.edu>
- USC Employee Gateway: <https://employees.usc.edu/>
- USC Viterbi School of Engineering Faculty Resources: <https://viterbischool.usc.edu/faculty/>
- USC Center for Work and Family Life: <https://employees.usc.edu/work-family-life/>
- USC WiSE Program: <https://wise.usc.edu>