



## Dependent Care Support During Professional Development

Pitzer recognizes that balancing work and caregiving poses a persistent challenge. To offer assistance, Human Resources will reimburse full time staff and faculty for up to \$400 each year for documented dependent care expenses that result from staff and faculty participation in professional development activity such as attendance at conferences, travel for research, or visits with collaborators at other institutions. The program will cover qualifying dependent care expenses incurred beginning January 1, 2022.

### *Guidelines and Restrictions*

- Pitzer benefit eligible faculty and staff are eligible for other caregiving benefits through Human Resources: <https://www.pitzer.edu/human-resources/staff-handbook/benefit-plans-and-policies/>
- Dependents are defined as those unable to care for themselves in the absence of the Pitzer employee full time caretaker (e.g., childcare or eldercare). This definition of dependents supersedes the legal definition and is operational for this policy
- The professional development must be tied to current position development or future opportunity within Pitzer to be determined by the employee's supervisor.
- The total sum for which an individual staff or faculty member can be reimbursed during any single fiscal year is \$400.
- The program is intended to cover *dependent care expenses*. Examples of qualified expenses include:
  - Attending to the medical or nutritional needs of dependent (typically provided by the employee) while the employee/caregiver is away
  - Cost of enrolling dependents in organized childcare
  - Caregiver expenses, inclusive of travel (e.g., travel expenses of a caregiver to one's home or the conference site).
  - Cost of additional or extended hours at a childcare facility (e.g., during the week when a parent is attending a conference).
- The program will not cover meal expenses for a child or accompanying caregiver.
- Staff or faculty should show proof of supervisor approval for travel, then request childcare support from HR. (Note link for request below.) Please submit request 2 weeks prior to travel to be sure that the arrangements meet program guidelines. If not submitted ahead, there is possibility of decline of reimbursement of incurred expenses.
- After the activity has occurred, staff and faculty should submit a reimbursement form along with applicable receipts. A reimbursement form without proper supporting documentation will not be approved for reimbursement to the staff or faculty member.
- Reimbursements to the staff or faculty member will be reported as taxable income in accordance with IRS guidelines. It is possible that the expense is tax deductible and should be brought to the attention of your tax preparer. Staff and faculty are individually responsible for applying for any tax credits for which they may be eligible on their own tax returns.

## To Request Professional Development / Travel & Dependent Care Reimbursement

- **Step 1:** Employees can submit professional development and or travel requests by completing the electronic [form](#) below. Once supervisor has approved the professional development and or travel request, the employee will receive an email confirmation. Requests should be submitted 2 weeks ahead of travel.
- **Step 2:** Upon completion of professional development and or travel, employees can submit applicable reimbursement requests for Dependent Care using the link they receive from their managers approval email.

**Request Form:** [Professional Development Request / Dependent Care Reimbursement Request](#)

### Process Flow

