

**ARTICLE 37
CHILDCARE REIMBURSEMENT AND DEPENDENT CARE PROGRAMS**

A. CHILDCARE REIMBURSEMENT PROGRAM

1. Effective October 1, 2023, the University will implement the Childcare Reimbursement Program, for childcare costs for qualified dependents incurred on or after October 1, 2023.
2. For the purpose of this Program, qualified dependents shall include children, who are age 12 or under as of the date the expense is incurred and who are living in the eligible Postdoctoral Scholar's home. This is inclusive of foster or adopted child(ren) or part-time living situations.
3. Postdoctoral Scholars employed in all titles covered in the Recognition Article are eligible to receive Childcare Reimbursement of up to \$2500 per calendar year (January 1 – December 31) for expenses incurred during the Postdoctoral Scholar's appointment period for the following reasons:
 - a. Eligible Childcare Reimbursement; and
 - b. Professional Travel Childcare Expense Program described in subsection 10 below.
4. Beginning October 1, 2024, the Childcare Reimbursement Program shall increase by \$100 each year as follows:
 - a. October 1, 2024: \$2600
 - b. October 1, 2025: \$2700
 - c. October 1, 2026: \$2800
5. Eligible expenses for 2024, 2025 and 2026 must be incurred on or after October 1st in order for the increased amount to be applied to the reimbursement.
6. The eligible Postdoctoral Scholar must submit documentation for eligible expenses in order to receive reimbursement as referenced in the schedule below:

Dates Expenses Incurred	Submission Deadline Date
October 1 – December 31	Submit no later than January 31
January 1 – March 31	Submit no later than April 30
April 1 – June 30	Submit no later than July 31
July 1 – September 30	Submit no later than October 31

7. The Postdoctoral Scholar must present qualifying documentation to the designated campus office in accordance with each campus' practices:
 - a. The Postdoctoral Scholar will present receipts from a licensed childcare provider.
 - b. Such receipts must show childcare expenses incurred during the Postdoctoral Scholar's employment at the University over the three-month period as defined in subsection 6 above.
 - c. The designated campus office shall process the reimbursement no later than thirty (30) calendar days from the date the Postdoctoral Scholar submits for reimbursement.
8. A Postdoctoral Scholar cannot submit receipts for the same expense to the Childcare Reimbursement Program (including the Professional Travel Childcare Expense Program) and the Dependent Care Program.
9. Any childcare reimbursement provided to a Postdoctoral Scholar Fellow or Paid Direct through an external grant or fellowship shall satisfy the requirements of Section A.1 and A.2 above and the amount shall be deducted from the amounts set forth in Sections A.3 and A.4. If the external grant or fellowship provides for a greater amount for childcare reimbursement than the amount set forth in Section A.3 and A.4 above, the Fellow or Paid Direct shall receive the full award amount from the external grant or fellowship, and shall not have access to the Childcare Reimbursement Program, including the Professional Travel Childcare Expense Program.
10. Professional Travel Childcare Expense Program
 - a. The reimbursement amount described in A.3 and A.4 above may be used to offset childcare expenses incurred during professional travel. Examples of such expenses include, but are not limited to, the following:
 - 1) Extra childcare at home while the Postdoctoral Scholar is on approved travel;
 - 2) On-site childcare while the Postdoctoral Scholar is on approved travel;
 - 3) Transportation of child and/or caregiver to the Postdoctoral Scholar's approved travel location;
 - 4) Food and lodging for a caregiver when they stay overnight to care for the child while the Postdoctoral Scholar is on approved travel;
 - 5) The cost of shipping expressed breastmilk for a child at home while the Postdoctoral Scholar is on approved travel.
 - b. In order to use the Professional Travel Childcare Expense Program, the professional travel requires pre-approval.

- c. All professional travel must be in accordance with Article 28 – Travel Reimbursement, Section A, including per diem travel caps, reasonable expenses, and documentation.
 - d. LBNL will be included in the Professional Travel Child Care Expense Program to the extent permitted by the terms of its DOE contract related to cost allowability.
11. Unused childcare reimbursement funds do not rollover. Reimbursements must be submitted in accordance with Section A.6 above.

B. DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

1. Program – Beginning January 1, 2023
- a. Eligibility
 - i. Postdoctoral Scholar Employees employed at least 50% time in titles 3252, 3255 or 3256 shall be eligible for the DepCare Program.
 - ii. Postdoctoral Scholars with joint appointments must have a qualifying appointment in an employee title (3252, 3255, 3256).
 - iii. Postdoctoral Scholar Fellows (3253) and Paid Directs (3254) are ineligible for DepCare.
 - b. Benefit
 - i. Eligible Postdoctoral Scholars may contribute as much as \$5,000 per year.
 - ii. Unused dollars are forfeited.
2. Dependent care flexible spending account cannot cover the reimbursed expenses in Section A.