

# Postdoctoral Scholar Childcare Reimbursement



## Overview

Effective October 1, 2023, bargaining unit members are eligible for reimbursement of up to \$2,500 annually for some childcare expenses (children living in the home, age 12 or under) and reimbursement of travel related childcare expenses; annual reimbursement amount increases to \$2,600 on October 1, 2024, to \$2,700 on October 1, 2025, and to \$2,800 on October 1, 2026. Specific details about the new childcare benefit are outlined in the [collective bargaining agreement](#).

## Eligibility

For 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.

## Resources

[Postdoctoral Scholar's Childcare Reimbursement Fact Sheet](#)  
[UBEN-255 Postdoctoral Scholar Childcare Reimbursement Form](#)

Submit reimbursement claim to Academic Personnel

## Reimbursement Process

1. Download, complete and sign UBEN-255
2. Send completed UBEN-255 and all qualifying documentation/receipts (as attachments) to: [academicpersonnel@ucmerced.edu](mailto:academicpersonnel@ucmerced.edu). **Please include the following in the subject line: Childcare Reimbursement: *Your Name*.**
3. Reimbursement will be processed and paid via payroll on the employee's next regularly scheduled pay period following approved claim. If approved after the 10th of a month, reimbursement will be on the following month pay cycle.

## Documentation

General Childcare:

- Receipts from a licensed childcare provider
- Such receipts must show childcare expenses incurred during employment at the University over the three-month period as defined below.

Business travel documentation when postdoc scholar is on university **approved** travel:

- Additional childcare support at home for time postdoctoral scholar is traveling.
- On-site childcare while the postdoctoral scholar is on approved travel.
- Travel expenses for child and/or caregiver to postdoctoral scholar approved travel location.
- Food and lodging receipts for a caregiver when they stay overnight to care for the child.
- Cost of shipping expressed breastmilk for child at home while postdoctoral scholar is on approved travel.
- Such receipts must show expenses incurred during the postdoc's employment at the University over the three-month period as defined below.

## Timelines for Submission:

Dates Expenses Occurred:	Submission Deadline:
October 1-December 31	January 31
January 1-March 31	April 30
April 1-June 30	July 31
July 1-September 30	October 31

## Timeline for Reimbursement

The claim for reimbursement will be processed for payment within thirty (30) calendar days from the date the Postdoctoral Scholar submits for reimbursement request assuming all documentation is provided. Reimbursement is made via payroll at the next regularly scheduled pay period following approved claim. If approved after the 10th of a month, reimbursement will be on the following month pay cycle.

If you have any additional questions on this program, contact [academicpersonnel@ucmerced.edu](mailto:academicpersonnel@ucmerced.edu).