FAMILY ALLOWANCE PROGRAM

1.0 PURPOSE

The Family Allowance Program has been established to assist CSHL postdoctoral fellows in need of financial assistance. The Laboratory recognizes that expenses related to raising a family can present a hardship for postdoctoral fellows on modest incomes.

2.0 SCOPE

CSHL Postdoctoral Fellows and Computational Postdoctoral Fellows (excluding HHMI) who are single with dependent children (age 18 or under), or married with an unemployed spouse or domestic partner and dependent children, are eligible to apply for the family allowance. The family must be residing with the employee in order for the employee to be eligible for this allowance. Postdoctoral fellows exempt from paying social security taxes are not eligible to apply for this allowance. In addition, fellows exempt from tax withholding due to a tax treaty are not eligible to apply for this allowance.

For the purposes of this policy, the term “spouse” will refer to spouse or domestic partner and the title of “Postdoctoral Fellows” includes Computational Postdoctoral Fellows.

3.0 RESPONSIBILITY

Administration of the Family Allowance Program will be the responsibility of the Human Resources Department.

4.0 POLICY

4.1 Eligibility. In order to be eligible for the family allowance, the fellow must be single with dependent children, or married with an unemployed spouse and dependent children. The family must be residing with the employee.

The fellow is not eligible for the allowance if:

- a) the fellow is exempt from FICA withholding;
- b) the fellow is exempt from tax withholding due to a tax treaty;
- c) the fellow’s spouse is unemployed, but enrolled as a student;
- d) the fellow’s spouse is collecting disability benefits, unemployment benefits, or severance pay.

4.2 The employee will be asked to certify and/or provide proof that his/her spouse is unemployed and not collecting disability benefits, unemployment benefits, or severance pay.

4.3 Family allowances will be approved based on the following schedule:

<table>
<thead>
<tr>
<th># of Dependent Children</th>
<th>Annual Allowance</th>
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<tbody>
<tr>
<td>1</td>
<td>$2,200</td>
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<tr>
<td>2 or more</td>
<td>$4,400</td>
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</table>
The maximum allowance per family per year is $4,400.

4.4 Postdoctoral Fellows interested in applying for the Family Allowance must complete the Application for Family Allowance and submit it to the Human Resources Department for approval. It is the responsibility of the employee to apply for this benefit and there will be no retroactive payments made to those who delay their application.

4.5 Housing supplements, grant incentives or childcare assistance received from CSHL will not influence the approval of a family allowance.

4.6 Family allowances will be effective on the first day of the pay period following approval. The allowance will be included as income and payable on a semi-monthly basis, subject to all applicable tax withholding.

4.7 Approved family allowances must be re-certified each year on May 1st by submitting a Re-certification Form along with the prior year’s income tax return, verifying the non-working status of the employee’s spouse.

4.8 The Family Allowance is not intended for those on a leave of absence.

This policy is not to be considered an employment contract or a guarantee of any kind. The Laboratory reserves the right to interpret, administer, revise, supplement, or rescind policies as it deems appropriate.