

## 1493.00 Adoption Benefits Policy

To provide assistance to all employees who are building families, NMC has developed a policy to provide eligible employees with adoption benefits. These benefits include financial assistance, adoption leave of absence, and resource and referral services.

Eligibility

Effective 7-1-98, all full-time employees of NMC are eligible for adoption benefits after 60 days of successful employment. If both you and your spouse are NMC employees, only one employee can utilize the benefit. Adopted children to be considered for this benefit must be under 18 and may be biologically related to either parent.

Financial Reimbursement

Eligible adoption-related expenses may be reimbursed to a maximum of \$2,500 per child. Most expenses directly related to the adoption are reimbursable. These include: agency and placement fees, legal fees and court costs, medical expenses of the birthmother, medical expenses of the child prior to adoption, temporary foster care costs, immigration, immunization and translation fees, transportation and lodging expenses. The college retains complete discretion on a case by case basis which expenses will be reimbursed.

Expenses not eligible might be voluntary donations or contributions and other costs the employee is not legally required to pay. Adoption benefit reimbursements are considered taxable income.

Procedure for Reimbursement

Upon legal custody or finalization of adoption, whichever occurs first, he or she should complete the Adoption Assistance Claim Form, which can be obtained from the Human Resources department. Itemized receipts for expenses incurred need to be attached for documentation.

Adoption Leave of Absence

Leave is available to employees who adopt. NMC recognizes that the adoption process may require time off from work for mandated home studies or travel to a foreign country.

Requests for the child care leave shall be made in writing to the appropriate supervisor at least 90 calendar days prior to the expected birth or placement of an adopted child, except under extenuating circumstances. Requests are to be approved by the employee's supervisor and the Director of Human Resources. The duration of the leave, both starting and ending dates, will be agreed upon before the leave starts. Notice of the date of return shall be given in writing to the supervisor at least 30 calendar days in advance of return. Employee may request to return early from this leave by requesting this 30 days before the return. This time may be utilized either pre or post adoption.

Child care leave for a period up to 12 months may be granted to any full-time faculty or staff member on annual appointment who has completed at least one calendar year of continuous service, for the purpose of providing infant child care after the adoption of an infant child. In the case of adoption, up to five accumulated sick days may be used during the placement of the child. Accumulated vacations shall be used prior to commencement of the unpaid portion of the leave. The remainder of the 12-month leave not covered by accumulated sick leave, wage continuation, or vacation shall be unpaid. Childcare leave will be counted as FMLA leave.

Your group health coverage will be maintained at the college's expense for the first 12 weeks of the leave, in accordance with the provision of the Family and Medical Leave Act. No other salary or benefits will be paid or accrued during the period of the unpaid leave. Upon return from adoption leave, the employee will be returned to his or her original position or an equivalent position with equivalent pay, benefits and other employment terms.

For more information on adoption leave; please call the Human Resources department.

#### Coordination with other Benefits

At the time of legal custody, you may add your child to your medical, dental and optional life insurance policies, subject to the requirements of the carrier. In addition, qualified employees may enroll in the employee reimbursement account for dependent care expenses. Any additions to your benefits plan must occur within 31 days of court order. You will need completed change forms and a copy of the adoption agreement in order to enroll.

### **AUTHORIZATION OF ADMINISTRATIVE POLICY**

President's authorization: \_\_\_\_\_

Date authorized: \_\_\_\_\_ Effective Date: \_\_\_\_\_

**Adoption Assistance Reimbursement Request Form**

Employee Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Work Telephone Number \_\_\_\_\_

Date Paid	<u>Eligible Adoption Expenses</u> Amount	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Reimbursement: \_\_\_\_\_

Please attach receipts in U.S. dollars for all expenses listed above, as well as a copy of the adoption placement decree. Applicable federal, state and local taxes will be withheld from your reimbursement.

**Employee Request for Reimbursement**

I would like to apply for reimbursement of adoption expenses listed above, confirming that \_\_\_\_\_, whose birth date is \_\_\_\_\_, was placed in my home for the purpose of adoption on \_\_\_\_\_.  
(Date)

The date for adoption finalization is \_\_\_\_\_.

I certify that this is a claim for allowable expenses under the Northwestern Michigan College adoption reimbursement program.

\_\_\_\_\_  
(Signature of employee) (Date)