

## LEAVES OF ABSENCE - ADOPTION

### Background

The adoption of a child often requires attendance at numerous interviews and meetings as well as significant adjustments on the part of employees and their families. The Division believes that support and understanding for the adoptive parents is very important at this time.

Employees shall be granted leaves of absence to facilitate the adoption of a child.

### Procedures

1. Adoption leave shall be granted to an employee who is the adoptive parent of a child under the age of three years and who has been in the employment of the Division for a continuous period of at least twelve (12) months.
2. The employee shall submit written notice of leave to the Superintendent or designate at least two (2) weeks before the employee can reasonably expect to first obtain custody of the child being adopted.
3. Adoption leave shall consist of a period of not more than eight (8) weeks of leave without pay or benefits commencing on the date on which the adoptive parent first obtains custody of the child being adopted.
4. Supplemental Unemployment Benefits (SUB) Plan, sick leave and benefit premiums shall not apply during adoption leave.
5. An employee coming back from adoption leave, unless mutually agreed otherwise, will be assigned to the same position he/she left.
6. The Superintendent or designate will, upon request, grant a leave of absence with pay of not more than one (1) day to an employee to take custody of an adopted child, provided that the custody-taking occurs on a normal working day.