

**ADOPTION LEAVE PROCEDURES**

An eligible employee who is or will become the primary care giver of an adopted child may be granted adoption leave following the commencement of the parent-child relationship.

All adoption leave must be administratively approved. During the employee's first year of employment at the College, each full-time employee will be provided eight (8) hours of adoption leave for each month of actual service up to a maximum accumulation of ninety-six (96) hours. Any adoption leave requested by an employee during the first year beyond the employee's accumulation shall be without pay. After the completion of one year of full-time employment, each full-time employee will be granted up to 240 hours (six weeks) of paid adoption leave. Upon a recommendation of the immediate supervisor, Vice President and Human Resources Director, the President may grant additional paid adoption leave days in extreme situations. In these situations, each request will be reviewed on a case by case basis taking into consideration individual circumstances.

Adoption leave does not apply if the child being adopted is: a special needs child over eighteen years of age, a child who is over the age of eight and is not a special needs child, a step child being adopted by his or her step parent, a foster child being adopted by his or her foster parent, or a child who was originally under a voluntary placement for purposes other than adoption without assistance from an attorney, physician, or other individual or agency which later results in a petition for adoption of the child by the person with whom the voluntary placement was made.

“Special needs child” means a child with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance or behavior disorders, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities.