



SAINT LOUIS
UNIVERSITY

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ADOPTION ASSISTANCE POLICY

Procedure Number:

Version Number: 2

Classification:

Effective Date: 8/09/2012

Responsible University Office: Vice President/Human Resources

1.0 INTRODUCTION

Saint Louis University supports its employees in their efforts to balance the demands of the workplace, their personal needs, and the needs of their families. Saint Louis University provides assistance to eligible staff, faculty and administrators who are building their family through adoption and recognizes the investment of time and financial resources required by the adoption process.

2.0 PURPOSE

The University provides financial reimbursement (less taxation; see below for details) for adoption-related expenses. Leave time for adoption is provided through the Family and Medical Leave Act policy, and other leave policies, where applicable.

3.0 PERSONNEL AFFECTED

This policy applies to all regular full-time staff and faculty of Saint Louis University who have completed twelve (12) months of continuous, full-time employment and have met the eligibility requirements of the Family and Medical Leave Act policy. Coverage is limited to expenses incurred after the employee satisfies the eligibility requirements.

5.0 RESPONSIBILITIES

Not applicable

6.0 PROCEDURES

6.1 Upon placement of the adopted child, complete and submit an Adoption Reimbursement Request Form to the University Benefits Office. Eligible adoption related expenses will be reimbursed up to a maximum of \$6,000 (less taxation; see below for details) for agency and non-

step child adoptions. For the adoption of a stepchild or any child related by blood, the adoption reimbursement maximum amount is \$1,000 (less taxation; see below for details). Expenses related to an adoption that are reimbursable include:

- Agency, home study, and placement fees
- Legal fees and court costs relative to the actual adoption
- Medical expenses of the birth mother
- Medical expenses of the child, not covered by insurance
- Temporary foster care costs
- Immigration, immunization and translation fees
- Transportation and lodging
- The child's passport and visa fees
- Documented unpaid leave time

The Adoption Reimbursement Request Form, a certified or notarized copy of the record of placement or final court order, and itemized receipts may be submitted up to six (6) months after placement of the child in the employee's home. No requests will be considered after the six-month period has ended.

The adoption reimbursement benefit may be utilized only once during a twelve (12) month period.

An adopted child must be under the age of 18 at the time the adoption becomes finalized. If an employee and the other adoptive parent both work for the University, only one employee can utilize the adoption reimbursement benefit.

If an employee voluntarily separates from the University within six (6) months after utilization of the Adoption Reimbursement benefit, the employee will be required to reimburse the University for the amount of the benefit received.

6.2 Taxation of Benefits

Amounts provided to an employee for adoption reimbursement will be recorded as income, and taxes will be withheld accordingly prior to the payment of benefit to the employee. Employees utilizing the adoption reimbursement plan should consult the IRS (1-800-TAX-FORM) or the employee's tax preparer regarding possible exclusion of adoption-related expenses from the employee's taxable income.

6.3 Coordination with Other Benefits

At the time of placement, an employee may add an adopted child to the University's medical and/or dental insurance plans. Any additions to your medical and/or dental benefits plan must occur within 31 days of placement.

Once the adoption is finalized, qualified employees may enroll or make changes to life insurance, Flexible Spending and/or Dependent Care Assistance Plan within 31 days of adoption.

Completed change forms and a copy of the adoption agreement or order of placement are required in order to enroll your adopted child. Please consult the plan documents located in the Benefits office for complete details regarding each benefits program.

6.4 Coordination with Leave Policies

The Family and Medical Leave policy provides an employee with up to twelve (12) weeks of unpaid leave for qualifying events, including adoption, when the employee meets the eligibility requirements. Staff may be eligible to use up to 10 days of accrued sick leave after placement of a child, under the caregiver leave designation, in place of unpaid FMLA time with the approval of their Vice President and Human Resources.

8.0 REFERENCES

Family and Medical Leave Act Policy
Staff Sick Leave policy
Faculty Manual
Faculty Childcare Leave Policy