

ADOPTION LEAVE POLICY

The overall well-being of employees at Allegany College is important. While each employee's contributions on the job are valued, it is recognized that family situations may necessitate temporary absences. Under the Family Medical Leave Act Law, up to twelve (12) weeks of unpaid leave is available for purposes of adoption and other family situations. The staff member may use a combination of vacation and/or sick leave as follows for adoption:

- two (2) weeks vacation/sick leave for domestic adoption
- four (4) weeks vacation/sick leave for international adoption.

Additional leave will be granted as unpaid leave.

The following are the steps which must be followed by the staff member requesting adoption leave from Allegany College:

1. The staff member is required to provide documentation of the adoption, including dates the child will be placed in the staff member's care.
2. The staff member must make a written request to the President of the College for adoption leave. Adoption documentation must accompany this request.
3. The staff member must include in his/her request the starting and ending dates of leave, and if any of the leave requested is vacation and/or sick leave.
4. The President will act on the adoption leave request and convey his decision to the staff member in writing within two (2) weeks of receipt of the request.

The following are important conditions relating to adoption leave:

1. Salary will be continued for two weeks (Domestic Adoption) or four weeks (International Adoption) with the use of vacation and/or sick leave.
2. The maximum amount of time allowed for unpaid leave is described in the College's Unpaid Leave Policy.
3. A staff member who has requested and had approved by the President an unpaid leave of absence for adoption for a twelve week period will continue on the health insurance, life insurance, and any other applicable benefits as if the staff member were working. Any Unpaid Leave granted beyond the twelve weeks the staff member will be required to pay the full cost of the benefits.
4. Sick Leave Bank is not eligible for adoption leave.