

ADOPTION BENEFITS

Eligibility Requirements

All full time and part time faculty and staff are eligible for adoption benefits upon hire. If a faculty or staff member and their spouse both work at GVSU, only one member can utilize the benefit.

An eligible adopted child is defined as being under 18 years of age. Kinship adoptions qualify for this benefit, however stepparent adoptions do not qualify.

Adoption Leave of Absence

GVSU realizes the process of adopting a child can be very time-consuming and difficult. Therefore, faculty and staff members may be eligible to apply for the Family Medical Leave Act (FMLA) or a personal leave of absence. Visit www.gvsu.edu/hro and click on policies for more information.

Faculty and staff members are requested to provide their Appointing Officer with as much preliminary information on their request for time off as early as possible.

Qualifying Expenses

Qualifying adoption expenses will be reimbursed up to a maximum of \$3,000 per child. Qualifying expenses are defined as those that are reasonable and necessary adoption fees, court costs, attorney fees, traveling expenses while away from home, and other expenses related to, and whose principal purpose is for, the legal adoption of a child.

Process for Applying for Benefits

Upon formal placement of the adopted child, submit an adoption assistance claim form to the Human Resources at 140 Lake Michigan Hall (LMH) along with detailed receipts for eligible expenses. Human Resources will determine eligible expenses, the amount payable for reimbursement and will submit a request to the Payroll Office for payment. The reimbursement will be processed with the next payroll.

Taxation of Benefits

The amount of tax credits and exclusions available to adopting parents vary. Since an employer's adoption assistance is not subject to income tax withholding, GVSU will not determine the extent to which the payment of reimbursement on behalf of each employee is eligible for the exclusion. However, GVSU will withhold taxes only for Social Security and Medicare.

Adding Dependent to Insurance

At the time of placement, you may add your child to your benefit plans. Any additions or changes must occur within 30 days of the official placement. Contact Human Resources at 331-2220 to add dependents.

