ADOPTION LEAVE POLICY

SLT 4.1

Date of Last Update:
December 14, 2021

Approved By:

- Senior Leadership Team

Responsible Office:
Human Resources

POLICY STATEMENT

The University recognizes the need for family and medical related leave. The following policy complies with the Family and Medical Leave Act (FMLA) and provides guidelines for procedures regarding paid or unpaid leave. By enacting this policy Grand Valley aims to allow necessary time away from the university for individuals to cope with and adapt to various family and medical related situations as described in this policy.

PROCEDURES

Adoption Leave

Grand Valley State University provides paid time off for bonding for all GVSU employees who are eligible for salary continuation/short term disability policies holding parental relationships for adoption. Please refer to the Parental Leave Policy regarding paid leave time.

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 Human Resources at 1090 James H. Zumberge Hall 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- 2215 to add dependent.