

BOSTON COLLEGE

ADOPTION LEAVE POLICY

Eligibility

Under the Family and Medical Leave Act (FMLA), all benefits-eligible employees who have completed at least one year of benefits-eligible service are eligible for the following adoption leave-of-absence policies. (Also see Non-FMLA section below for employees with less than a year of service.)

Paid Leave

Adoption Placement Leave – Boston College will grant four weeks of paid Adoption Placement Leave to an eligible employee during the period immediately following placement of the adopted child in the employee’s home. To be eligible, the employee must certify that he or she is the *primary caregiver* for the adoptive child, and the child must be under the age of 13. This leave will not be charged to the employee’s sick or vacation time. If both adoptive parents work for Boston College, only one may be designated as *primary caregiver*.

Parental Leave – The four weeks of Adoption Placement Leave may be followed by up to four weeks of paid Parental Leave, to be taken within 12 weeks of placement of the child in the employee’s home. [Note: The paid Parental Leave is available to an adoptive parent whether or not the parent is the *primary caregiver*.] This leave will not be charged to the employee’s sick or vacation time.

These paid leave policies do not apply to an employee adopting a blood relative or the child of the employee’s spouse or other member of the employee’s household.

The paid leaves will not apply to periods when the employee would otherwise not be working - for example, in the case of an academic year position where the paid leave periods would extend into the summer. The paid periods are not extended by the occurrence of any holidays or emergency closing days that fall within the two four- week periods.

Non-FMLA Leaves – An adoptive parent who is not eligible for FMLA leave because he or she has not completed a year of eligible service, and who is the *primary caregiver*, will be eligible for one week of paid Adoption Placement Leave for each full month of continuous service at a minimum of 20 hours per week (maximum four weeks of paid leave). This may be followed by one week of paid Parental Leave for each subsequent month of service (maximum four weeks of additional paid leave). Paid Parental Leave is available whether or not the employee is the *primary caregiver*.

Adoption and Parental leaves run concurrently with any entitlement under the federal Family and Medical Leave Act (FMLA).

Unpaid Adoption Leave

Any portion of an eligible FMLA leave not covered by the paid Adoption Placement Leave, the paid Parental Leave, or by available vacation accruals will be unpaid.

Employees not eligible for the paid leaves or for FMLA leave, or who are eligible but wish to request extended leave, may request an unpaid leave. The request will be subject to approval by their department and the Benefits Office.

Procedure for Leave-of-Absence

As early as they can, employees are requested to provide their supervisor/manager with preliminary information regarding their need for adoption leave, including any necessary pre-placement time off to be charged to vacation accruals. The formal request for leave should be submitted in writing to the employee's department and the Benefits Office as soon as the dates are available. A completed "Primary Caregiver Affidavit" must be submitted with the application for Adoption Leave.

[The Adoption Leave Policy is subject to ongoing review and may be amended at any time.]