

BOSTON COLLEGE

ADOPTION BENEFITS

Introduction

Boston College wishes to support employees in balancing their workplace demands with their personal and family needs, and to do so the University provides generous sick leave, vacation, and parental leave policies. Boston College also recognizes the particular investment of time and financial resources normally necessitated by the adoption process. Consequently, Boston College has established an *Adoption Assistance Plan*, under which the University will provide financial assistance for adoption-related expenses, along with a progressive *Adoption Leave Policy*.

ADOPTION ASSISTANCE PLAN

Eligibility

All benefits-eligible employees are eligible to participate in this plan.

If both adoptive parents work for Boston College, only one employee can utilize the Adoption Assistance benefit per adoption.

The employee must be actively employed at Boston College at the time (a) the expense is incurred, (b) the adoption is finalized, and (c) an application for financial reimbursement is submitted.

To be considered for this benefit, the adopted child must be under the age of 13 when the adoption is finalized, and may not be a blood relative or the child of the employee's spouse or other member of the employee's household.

If the employee and his/her spouse or other household member receives adoption assistance from any other source for "qualified adoptions expenses," those same expenses will not be eligible for reimbursement under Boston College's Adoption Assistance Plan.

Benefit Amount

Adoption assistance is payable under the plan only after the adoption is finalized. Documented “qualified adoption expenses” incurred for an eligible child after August 1, 2017, will be reimbursed to a maximum of \$10,000 per final adoption.

Qualified Adoption Expenses

“Qualified adoption expenses,” as defined by Internal Revenue Code Section 137, are reasonable and necessary adoption fees, court costs, attorneys’ fees, and other expenses directly related to, and whose principal purpose is for, the legal adoption of an eligible child. The expenses must have been incurred, and the adoption finalized, while the claimant was a Boston College employee and on or after the effective date of the plan. Eligible expenses include:

- Public and private adoption agency fees permitted or required under the law of the state having jurisdiction over the adoption
- Legal fees and court costs
- Costs for medical and hospital services provided to the child (not otherwise covered by insurance)
- Traveling expenses, while away fro

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.)

of paid Parental/Bonding Leave for each subsequent month of service (maximum four weeks of additional paid leave).

Adoption and Parental/Bonding 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/Bonding 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.

[But refer to the Boston College MA PFML policy for possible additional paid leave options.]

Procedure for Leave-of-Absence (FMLA) for Adoption Placement / P / A