



Lehigh University Human Resources Policy

Policy Number: 101
Effective Date: 10/1/2003
Revisions:
Applicability: All Staff Members

ADOPTION LEAVE POLICY

Purpose:

Policy on benefits provided for adoption of dependent children

Policy:

Exempt and nonexempt staff members who are eligible under the *Family and Medical Leave Act (Staff)* policy and who serve as the primary care giver for a newly adopted child may be eligible for up to four (4) weeks of adoption leave during their Family and Medical Leave (FML) period. The paid leave is compensated at the following levels:

After one (1) full year of service	60 percent of base salary
After five (5) full years of service	100 percent of base salary

Floating holiday and/or vacation time continue to be available to supplement the 60 percent of base salary period or to provide pay during the FML.

If both parents are employed at Lehigh University, only one may access the paid benefits available to the primary care giver. Both, however, continue to be entitled to FML without pay.

Adoptive parent(s) may continue to access the excused absence benefit for activities associated with legal and logistic issues. If both adoptive parents are benefits eligible employees, both may access their excused absence benefits.

Keywords: Adoption, FML