

## **Adoption Leave**

Upon written notification to Human Resources that formal adoption procedures have been initiated (notification will include documentation of emergency placement, home visit[s] or authorization of adoption), a full-time employee shall be granted up to five (5) days of accumulated sick leave to process and secure the adoption of a child. This leave shall be utilized for the purposes of meeting with legal representatives, adoption service representatives, any official accreditation visits or traveling to pick up the child.

Up to one (1) day of your own sick leave may be used to attend the ceremony to secure an adoption for an immediate family member. (same as Administrative Guidelines now)

Adopted: 09-03-08  
Reviewed: 11-2-16  
Amended: 05-04-22