

Policies and Procedures

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| SECTION: Administration | NO. 2.2.29. | | |
| CHAPTER: Human Resources | ISSUED: 3/26/14 | REV. A 6/14/17 | REV. B |
| POLICY: Adoption Assistance | PAGE 1 OF 1 | | |

PURPOSE

The purpose of this policy is to provide financial assistance to benefit-eligible University employees who adopt a child.

ELIGIBILITY

To be eligible for adoption assistance, the employee must have been employed by the University in a benefit-eligible status during the entire 12-month period immediately prior to the adoption of a child.

POLICY

The provisions of this policy are:

1. To reimburse eligible employees for documented and itemized adoption expenses up to a maximum of \$5,000 per child.
2. The maximum adoption reimbursement to a benefit-eligible employee is \$10,000 through the life of his or her employment.
3. Reimbursement will occur after the adoption is finalized. Itemized expenses must be presented for reimbursement.
4. Once the adoption is final, eligible employees have the option to take up to 12 weeks leave under the provisions of the Family Medical Leave Act (FMLA). Employees may utilize 4 weeks of paid Parental Leave and/or accrued vacation during leave of absence.
5. Requests for financial assistance must be received by University Human Resources within 60 days of the adoption.
6. Reimbursements will be excluded from the employee's wages subject to federal income tax withholding but are subject to social security and Medicare taxes.

SCOPE

This policy applies to all benefit-eligible faculty and staff.

ADMINISTRATION AND INTERPRETATIONS

Questions regarding this policy should be directed to the Associate Vice President for Human Resources.

AMENDMENTS OR TERMINATION OF POLICY

Creighton University reserves the right to modify, amend, or terminate this policy at any time.