

Adoption Leave

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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.

Adopted: 09-03-08
Reviewed: 11-2-16