

St. John's University Adoption Assistance Policy

Purpose

In support of the University's work-life initiatives and to offer assistance to all employees who are building families, St. John's University has a policy to provide eligible employees with adoption benefits, including financial reimbursement, adoption leave of absence, and resource and referral services.

Eligibility

Full-time staff and administrators and full-time faculty in the Law School are eligible for this benefit immediately upon hire. If an eligible employee and his/her eligible spouse both work at St. John's, only one employee can utilize the benefit.

Policy

Effective January 1, 2004, eligible employees can request financial reimbursement of Qualifying Adoption Expenses up to the limits imposed by this policy and can receive resource information as indicated below. Qualifying expenses incurred on or after the employee's first day of St. John's employment, but not before January 1, 2004, are eligible for reimbursement in accordance with this policy.

Eligible children: To qualify under this benefit, adopted children must be under the age of 18 and may not be related to either parent. Kinship adoptions and stepchild adoptions do not qualify under this benefit. The University's Adoption Assistance program does not cover surrogate-parenting agreements.

Financial Reimbursement: The University will reimburse eligible employees up to \$5,000 for Qualifying Adoption Expenses; or up to \$6,000 for Qualifying Adoption Expenses for the adoption of a child with special needs (as defined by IRS regulations). Up to \$10,000 of Qualifying Adoption Expenses will be reimbursed for the simultaneous adoption of two eligible children, with no additional compensation for a child with special needs.

Qualifying Adoption Expenses: Qualifying adoption expenses include reasonable and necessary adoption fees, court costs, attorney fees, traveling expenses (including amounts spent for meals and lodging) while away from home, and other expenses directly related to, and whose principal purpose is for, the legal adoption of an eligible child, such as:

- Reasonable and customary public and private adoption agency fees permitted or required under the law of the state having jurisdiction over the adoption.
- Reasonable and customary court costs and legal fees.
- Reasonable and customary medical/hospital expenses provided to the child (not otherwise covered by insurance).
- Traveling expenses associated with the adoption, including transportation, meals and lodging.
- Immigration, child's immunization and translation fees.
- Temporary foster care charges provided before placement of the eligible child in the employee's home.

The University **will not** consider for reimbursement any expenses that violate applicable international, federal, state or local laws, for carrying out any surrogate parenting arrangement, nor for kinship or stepchild adoption.

Procedure for Reimbursement: Reimbursements are made once the adoption is final and the child has been placed in the employee's home. Applications for reimbursement must be made within six (6) months following the placement. Reimbursement forms can be downloaded from the University's website at www.stjohns.edu, select HR, Employee Benefits, Benefit Forms, or can be requested from the Employee Benefits Office by calling 718-990-2363. Employees seeking reimbursement must complete a reimbursement form and submit it with applicable documents and invoices subject to verification at the sole discretion of St. John's University. The completed form, applicable documents and invoices should be sent to: Employee Benefits, SJU Annex Suite 21, Queens, NY 11439.

Applicable Tax Treatment: Please refer to the Adoption Assistance Policy (#625) in the University's Policy Manual

Leave Time: Up to 12 weeks of job-protected and benefit-protected leave is provided in accordance with the University's policy on Family and Medical Leave, policy #502 in the HR Policy Manual. Employees may choose to use accrued vacation time; such paid time would run concurrently with the 12 weeks of family and medical leave.

Adoption Resources: The University's Employee Assistance Program (EAP) is available to partner with employees to provide adoption information, research and referral services. EAP services can be reached by calling the Employee Development Center at (212) 935-3030 or (800) 327-9092. The EAP also provides guidance and support for emotional, stress, and family issues that employees and their families may experience during the adoption process. As a courtesy to employees, the Human Resources Benefits department maintains a partial list of national and local contacts and resources for adoption information and assistance.

Coordination with other Benefits: At the time of placement, you may add your child to your medical and group life insurance policies. In addition, qualified employees may enroll in the Flexible Spending Dependent Care Plan. Any additions to your benefits plan must occur within 30 days of placement. Please contact the Employee Benefits Office to request the appropriate forms or you may download these forms from the University's website.