Adoption Leave

Employees eligible for Family and Medical Leave (FMLA) are provided up to 12 weeks of unpaid, job-protected leave during a 12-month period to care for a child after placement for adoption. This leave must be concluded within 12 months after placement.

A full time faculty or staff member with at least one year of continuous employment at the University may be granted base salary continuation not to exceed the first six weeks of FMLA leave, if time off is required to provide for the primary care of the newly adopted child. In the event that both spouses are employees of the University, only one employee can utilize the paid benefit. Adopted children must be under the age of 18 and may not be biologically related to either parent.

Employees are requested to provide their supervisor with as much preliminary information on need for time off as possible to prevent unplanned interruptions in the work of the department.