


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

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| Policy Number: 5:037 | Supersedes Policy Number: 5:023 |
| Date: April 18, 1988 | Dated: August 1, 1986 |
| Subject: Adoptive Parents Leave | |
| Initiating Authority: Vice President for Finance and Administration | SBR Policy/Guideline Reference: 5:01:01:02 |
| Approved:  President | |

It is the policy of Austin Peay State University to provide special leave without pay for up to four (4) months to adoptive parents. A written request, accompanied by a statement from the adoption agency indicating the required bonding period, must be submitted to the President or his designee. Additional special leave may be granted at the discretion of the President or his designee, for the period of the remaining required bonding period which shall not exceed one year. In the event the adoption process is not completed, the approval of leave shall be rescinded.

This policy shall not apply in the case of step-child, or adult adoption.