


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:037	Supersedes Policy Number: 5:037
Date: May 16, 1996	Dated: April 18, 1988
Subject: Adoptive Parents Leave	
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 5:01:01:02
Approved:  President	

It is the policy of Austin Peay State University to provide leave without pay for up to four (4) months to adoptive parents who are regular full-time or part-time employees. A written employee's request, accompanied by a statement from the adoption agency indicating the required bonding period, must be submitted to the President or his designee. The President or his designee will process the request in accordance with the provisions listed below and TBR Family and Medical Leave Act Leave Policy. Additional 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 In the event the adoption process is not completed, the approval of leave shall be rescinded.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; however, employees may request leave for the adoption of step-children in accordance with the provisions of TBR Policy 5:01:01:14.

I. Regular Employees Who Are Eligible for Family and Medical Leave Act Leave (FMLA)

Employees who are eligible for FMLA leave will have adoptive parents leave processed in conjunction with the provisions of TBR Policy 5:01:01:14 regarding election of paid/unpaid leave, maximum leave granted for parents who are both State employees, continuation of insurance coverages, etc. The following provisions also apply:

- A. During the four-month period, employees may use sick leave for up to 30 working days provided their sick leave balances are not exceeded. If both parents are State

employees, the aggregate amount of sick leave that may be used is 30 working days.

- B. Annual leave or leave without pay may be requested for the remainder of the FMLA leave period.
- C. At the end of the 12 workweek period granted under the FMLA, such employees are also entitled to receive the difference between four months of leave approved under the Tennessee Board of Regents Adoptive Parents Leave Policy and 12 workweeks approved under the FMLA. Annual leave or leave without pay may be used for this portion of the adoptive parents leave.
- D. Refer to APSU Leave of Absence Policy 5:040 regarding continuation of insurance coverage for employees on unpaid leave following the FMLA leave period.

II. Regular Employees Who Are Ineligible for Family and Medical Leave Act Leave

If employees do not meet the eligibility requirements under the Family and Medical Leave Policy, the following provisions will apply:

- A. During the four-month period, employees may elect to use up to 30 working days of sick leave provided their leave balances are not exceeded. If both parents are State employees, the aggregate amount of sick leave that may be used by both parents is 30 working days.
- B. Annual leave or leave without pay may be requested for the remaining balance.
- C. Refer to APSU Leave of Absence Policy 5:040 regarding continuation of insurance coverage for employees on unpaid leave of absence.

III. Employees Who Are Not Eligible for Adoptive Parents Leave

Temporary employees who may be eligible for leave under the Family and Medical Leave Act are limited to 12 workweeks of leave and are ineligible for additional leave under this policy. Requests for FMLA leave should be processed in accordance with the provisions of TBR Policy 5:01:01:14.