



ADOPTION REIMBURSEMENT PROGRAM

PURPOSE:

To provide organizational guidelines to the employees of Great River Health process to apply for reimbursement of expenses related to the legal adoption of a child.

PROGRAM OVERVIEW:

Great River Health understands the financial burden caused by the adoption of a child. In an effort to support our employees and their families, we offer adoption reimbursement to employees who are FBE and PBE (fully benefits eligible and partially benefits eligible) only. Employees must be employed for a minimum of one year to be eligible.

Great River Health may reimburse an employee up to \$5,000 per legal adoption upon the completion of the adoption process, up to a lifetime maximum reimbursement of \$10,000 per family. An adoption is considered complete when the employee has a U.S. (any state or U.S. possession) birth certificate with their names listed as parents on the certificate, or, when the employee has a court certified Final Decree of Adoption.

Medical expenses, legal fees and agency or placement fees are eligible for reimbursement under this policy. Other bona fide expenses will be reviewed for acceptability on a case-by-case basis. Fees related to the cost of a surrogate are not included.

Employees must apply for the reimbursement using the application form associated with this program within 30 days of the legal adoption effective date. Please make sure the application is complete leaving no unanswered questions.

If both parents are employees of Great River Health, they may be eligible for a maximum of \$5,000 in reimbursement for the adoption of the same child.

This reimbursement is tax exempt for most employees. Employees should consult with a tax professional regarding an income limitations that may disqualify the tax-exempt status of this reimbursement.

The employee may also be eligible for Paid Parental Leave and/or Family Medical Leave (FMLA) after adopting a child. Please contact Employee Health to determine if you are eligible for leave. Employees must apply for the leave if they want to be considered.