



## **ADOPTION REIMBURSEMENT POLICY US Employees**

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Effective: August 1, 2006

Updated: January 1, 2019

### **PUPROSE**

To offer assistance to employees who are beginning or expanding families through adoption.

### **ELIGIBILITY**

Employees who meet the following requirements are eligible for Adoption Reimbursement:

- The employee must have been employed for 12 months and have worked at least 1,250 hours in the past 12 months prior to the leave request.

To be considered for this benefit, adopted children must be under 18 years of age and may be non-biologically related or biologically related to either parent.

### **REIMBURSEMENT**

Eligible adoption-related expenses will be reimbursed to a maximum of \$7,000 per child. Most expenses directly related to the adoption are reimbursable. These include:

- Agency and placement fees
- Legal fees and court costs
- Medical expenses of the birthmother
- Medical expenses of the child, not covered by insurance
- Temporary foster care costs
- Immigration, immunization and translation fees
- Transportation and lodging

### **TAXATION OF REIMBURSEMENTS**

Adoption reimbursement may be excluded from an employee's federal taxable income. If gross household income is \$150,000 or less, an income tax exclusion of more than \$10,000 for qualifying expenses is available. These expenses include reasonable and necessary adoption fees, court costs, attorney fees and other related expenses. Those with gross household income between \$150,000 and \$190,000 may claim partial exclusion. Those with gross household income over \$190,000 are ineligible for tax exclusion. Employees should consult the IRS at 1-800-TAX-FORM or [www.irs.gov](http://www.irs.gov) for more information on individual tax returns.

### **REIMBURSEMENT PROCESS**

Due to the fact that the adoption process can take so long to complete, and to help ease the burden of the up-front out-of-pocket expenses, Maxar will reimburse eligible expenses using the following guidelines:

- Up to \$1,500 reimbursement once the adoption application is completed and filed with an agency;
- Up to \$1,500 reimbursement when the home study stage is completed; and
- Up to \$4,000 reimbursement once the child is placed in the home.

To be reimbursed, employees must submit an **Adoption Reimbursement Claim Form**. Itemized receipts for expenses are required for documentation.

## **ADOPTION LEAVE**

In accordance with federal provisions of the Family and Medical Leave Act (FMLA), an employee who adopts a child is eligible for up to 12 weeks of paid/unpaid leave in the 12 month period following placement. Please refer to the FMLA Policy for details. Adoption Leave may qualify for Paid Parental Leave, please refer to the Maxar Leave of Absence Policy for more details.

Employees are requested to provide their respective managers with as much notice as possible regarding a planned Adoption Leave of Absence. Applying for an Adoption Leave of Absence will follow the guidelines as outlined in the Maxar FMLA Policy.

## **BENEFITS**

At the time of placement, an employee may add his or her child to Maxar's Health & Welfare Policies. Any changes to employee benefit enrollment elections must occur within 30 days of placement and before finalization. Employees must submit a copy of the adoption agreement for final approval of benefit elections.