

## **PERSONNEL**

### Personnel - Leave Policies

#### Adoptive Leave (Family/Medical Act) (6.22.1)

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## **PROCEDURE**

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 In the event the adoption process is not completed, the approval of leave shall be rescinded.

These procedures shall not apply in the case of stepchild or adult adoption.

These procedures may be amended in compliance with the proposed Family/Medical Leave Act of 1993 (PL 1033).

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## **REFERENCE**

TBR Policy No. 5:01:01:02