

## **Adoption Benefits – Frequently Asked Questions**

### **Who is eligible for adoption benefits?**

All Fulltime Non-Union Employees.

### **What types of adoptions are covered?**

Adopting child(ren) under the age of 18 who meet one or more of the following criteria: Part of the US foster care system, Infant in the US, or a Child from another country. Children of your spouse are not eligible.

### **What expenses are covered?**

Adoption agency application fees, attorney fees, court costs, and travel expenses.

### **How much financial reimbursement is available?**

Up to \$5,000 per adoption.

### **When may I request reimbursement?**

Once your adoption is finalized, you may submit your Adoption Benefit Financial Reimbursement Form, along with all applicable receipts for payment and a final adoption decree.

### **What procedure should I follow to obtain reimbursement?**

Complete the “Adoption Benefit Financial Reimbursement Form”. Itemized receipts for expenses along with a final copy of the Adoption Decree must accompany the form.

### **Once I submit my form for reimbursement, how soon does the payment occur?**

Once you have submitted the required documents, payment will be made on the next normally scheduled pay date (depending on the deadline for that pay).

### **Is adoption reimbursement taxable income?**

Adoption reimbursements, in many cases, are not subject to federal income tax. However, these benefits are subject to FICA tax, and in many cases state and/or local taxes may also apply. Consult your tax advisor or visit [www.irs.gov](http://www.irs.gov) for details.

### **Is there a deadline to submit qualified expenses for reimbursement?**

Yes. You must submit your claim for reimbursement within 12 months after the adoption is finalized.

### **How much leave time can I take for adoption?**

Worthington Enterprises provides up to 2 weeks of paid time off for parental leave. Please note that this leave will run concurrent with FMLA.

### **When can I take adoption leave?**

Adoption Leave can be taken within four months of the adoption being legally finalized.

**How do I request adoption leave?**

Please contact Worthington's People Center and provide a copy of the final adoption decree.

**What happens to my benefits while on leave?**

During the first 2 weeks of paid leave, your benefits will continue as normal, and employee contributions will continue to be withheld from your pay. If you take additional unpaid time, our direct bill provider, WEX, may invoice you.

**How much time off can I take and still retain my current job?**

FMLA allows you to take up to 12 weeks, if eligible.

**How do I enroll my child in benefit coverage?**

At the time of placement, you may add your child as a dependent to your coverage. You have 30 days from the date of the event to request this change. To add your child to benefits, log on to [wibenefits.com](http://wibenefits.com) or call the People Center at 877.840.6506.