



Adoption/Foster Care Leave

Frequently Asked Questions

When you are growing your family through adoption or foster care, your Arcwood employer provides you with up to four weeks of company-paid time off to bond with your child(ren)

Do I qualify for the benefit?

If you are a regular, full-time, salaried (exempt) or hourly (non-exempt) employee scheduled to work 30+ hours per week, you are eligible for the adoption or foster care benefit the first of the month following your date of hire.

If both you and your spouse/partner are Arcwood employees, you are both eligible for this benefit.

When am I eligible to take this leave?

If approved, the leave must be taken within the first 12 month after adoption or foster placement. For foster parents, the approved leave will be the shorter of 4 weeks or the time the foster child resides with the foster parent. If the placement lasts less than 4 weeks, your leave will end when the child no longer resides with you.

A total of up to four weeks in any 52-week rolling period can be taken for either Bonding (newborn, adoption, or foster) or Family Leave, or some combination of the two leave types.

Note: Eligible unpaid time off under the Family and Medical Leave Act (FMLA) will run concurrently with paid time-off benefits under this benefit policy.

When do I need to notify HR of my need for adoption/foster care leave of absence?

Please notify our Leave Administrator as soon as possible so they and your manager can plan for your absence.

What information do I need to provide regarding my birth parent leave of absence?

Your Leave Administrator will review required documentation with you:

- Complete the Parental & Family Leave Request Form available in the Forms section under Benefits on the Total Rewards & Benefits Portal.
- For Adoption, you must also provide:
 - Court order of file petition
 - Official documentation from adoption agency
 - Consent to Adoption document **OR**
 - Other legal documentation indicating adoption



Adoption/Foster Care Leave

Frequently Asked Questions

- For Foster Placement, you must also provide:
 - Proof of foster parent license **AND**
 - Placement documentation from Dept of Child Services

What is my adoption benefit and how is it paid?

Your Arcwood employer provides you with a paid 4-week leave of absence to care and bond with your child(ren). You will receive 100% of your current base earnings from the date of placement through week 4 of your approved leave.

This benefit is paid through payroll. Your normal taxes and benefits deductions, including 401(k) contributions, will be withheld from your payment. You will receive your payment using the same method and on the same schedule as your regular paycheck.

What is my foster care benefit and how is it paid?

Your Arcwood employer provides you with a paid 4-week leave of absence to care and bond with your child(ren). You will receive 100% of your current weekly earnings from the date of placement through the lesser of week 4 or the time the foster child resides with you.

This benefit is paid through payroll. Your normal taxes and benefits deductions, including 401k contributions, will be withheld from payment. You will receive your payment using the same method as your regular paycheck.

Note: This benefit has a lifetime maximum of 12 weeks of paid time off.

May I take the time intermittently?

Any intermittent bonding leave must be taken in minimum of 2-week increments and must be fully used within 12 months of adoption or foster care.

Once my 4-week benefit ends, I plan to take additional time off. Will I get paid?

With approval, you may use any accrued and unused vacation or personal time-off benefits available to you to bridge the gap in pay until you return to work. If you do not have any time off benefits remaining, work with the Leave Administrator to determine if you are eligible for an unpaid leave of absence.



Adoption/Foster Care Leave

Frequently Asked Questions

Will my current benefit elections remain active while I'm on leave?

Yes, your benefits are active while you are on leave of absence. Your benefits deductions, including 401(k), will continue to be deducted from your pay.

I would like to add my adoptive child(ren) to my health plan. What do I do?

The legal adoption of your child(ren) is a qualifying life event which allows you to make changes to your current benefit elections during the calendar year (outside of the Open Enrollment period). You have 31 days from the official court approved adoption date to add your child.

To add your child(ren) to your benefits, follow the steps below:

- Log in to PlanSource at benefits.plansource.com
- First Time temporary username: first initial of your first name, first six letters of your last name, and last four numbers of your social security number.
- First time temporary password: your date of birth in the YYYYMMDD format.
- Once logged in, you will be prompted to change your temporary information to something you're more likely to remember.
- You will need to provide official court adoption documents and the child(ren)'s Social Security Number(s). Please submit that information to HRS@arcwoodenviro.com.

I would like to add my foster child(ren) to my health plan. What do I do?

If you are awarded legal custody/guardianship of the child(ren) by a court, this is a qualifying life event which allows you to make changes to your current benefit elections (outside of the Open Enrollment period). You have 31 days from the official court approved date for custody/guardianship to update your benefits.

To add your child(ren) to your benefits, follow the steps below:

- Log in to PlanSource at benefits.plansource.com
- First Time temporary username: first initial of your first name, first six letters of your last name, and last four numbers of your social security number.
- First time temporary password: your date of birth in the YYYYMMDD format.
- Once logged in, you will be prompted to change your temporary information to something you're more likely to remember.
-



Adoption/Foster Care Leave

Frequently Asked Questions

- You will need to provide official court documents and/or a Medical Support Order and the child(ren)'s Social Security Number(s). Please submit that information to HRS@arcwoodenviro.com.