

Thank you for visiting our site.

**We strive to provide solutions for your business needs
and appreciate the opportunity of assisting your
organization.**

Note to Consumer:

This Document is furnished with the express understanding that businessolver.com is not engaged in rendering legal, accounting or other professional services or advice. While this Document is designed to provide accurate information in regard to the subject matter covered, the accuracy or fitness for a particular situation is not guaranteed. Laws and regulations vary among jurisdictions, and may change or be subject to differing interpretations. As with any legal matter, common sense should be used in determining whether you need the assistance of an attorney or other competent professional for your particular situation. By using this Document, you are acting as your own attorney. It would be advisable and prudent to examine the laws of your state before using this Document. Even if you are completely satisfied with this Document, we encourage you to have your attorney review it to determine whether there is something unique about your particular situation, which may suggest that some modification or different approach be undertaken. Your nonexclusive, nontransferable license to use this Document includes the right for your legal counsel to use and modify this Document solely for your own use. Please keep in mind that under the Terms & Conditions found at the businessolver.com website, which are applicable to this Document, businessolver.com does not and shall not have liability or responsibility to any person, including yourself, for any loss or damage caused or alleged to be caused by the use of this Document in a particular transaction.

ADOPTION ASSISTANCE

Few employees ever adopt a child, but the Company feels those employees that do, deserve some financial assistance.

Eligibility:

All full-time employees with at least one year of continuous service with the Company.

Adoption Assistance:

Generally, the Company will reimburse ___% of the eligible charges up to a maximum benefit of \$_____ in expenses directly related to the adoption of a child under 18 who is not a stepchild. Eligible expenses include court and legal fees, agency placement fees, medical expenses of the birth mother associated with pregnancy and delivery, and travel and lodging expenses incurred in securing the adoption.

Reimbursement Procedures:

Employees must submit all the itemized bills and receipts acknowledging payment to the Human Resources department within 60 days of the date of the adoption. No reimbursement can be made without bills and receipts indicating the exact nature of each expense.

For details regarding the definition of eligible charges and time away from work, see your supervisor or the Human Resources Department.