Adoption Time Off Request Form

Welcoming a child into your home is a time to celebrate and undoubtedly it is a time for adjustment, too. We want you to be able to take the time to enjoy your newly adopted child, which is why we are offering full-time employees two weeks of paid time off for the adoption of each child up to 18 years of age. This adoption leave begins once the child is placed in your home and is available to all primary caregivers. If you are adopting more than one child at a time, you're eligible for a total of two weeks off. If you and your spouse are both Valassis employees, you are eligible for a maximum (combined) two weeks off. This does not apply if you are adopting a family member. This plan is effective for adoptions that occur July 1, 1999 or later.

Time off taken will reduce your FMLA leave availability.

Employee Name: _____

Supervisor Name: _____

Division: _____

Adoption Date: _____

Requested Leave Days: From: _____

To: _____

_____

Employee Signature Date

_____

Supervisors Approval Date

_____

Human Resources Approval Date

Please submit the completed form to your HR Representative. Valassis Direct Mail and Sales and Marketing Associates should call the Associate Resource Center at 1-877-238-6847 to initiate Adoption Leave.