

Policy overview

To offer assistance to employees who are building families, a policy has been developed to provide eligible employees with adoption benefits, including financial reimbursement and paid parental leave.

Eligibility

All regular employees working 30+ hours per week are eligible to apply for adoption assistance. If an employee and his/her spouse both work at Analog Devices, only one employee may apply for assistance – e.g. the reimbursement amount is per child. The employee must be actively employed at the time any financial reimbursement is made. Adoption assistance may be requested for adoptions of children under the age of 18, and may be a relative of the employee but not a biological child.

Financial reimbursement

Eligible adoption-related expenses will be reimbursed to a maximum of \$7,500 per adopted child. Most expenses directly related to the adoption are reimbursable. These include:

- Application fees
- Home studies
- Agency and placement fees
- Legal fees and court costs
- Immigration, immunization and translation fees
- Transportation, meals and lodging
- Parent, child and family adoption counseling

Timing and procedure for reimbursement

Upon placement of the adopted child, you may obtain an *Adoption Financial Reimbursement Form* by contacting ADI's ConnectionsHR Services at 1-781-937-2500. Employees should refer to Internal Revenue Service instructions entitled *Qualified Adoption Expenses* regarding taxation of financial benefits, tax credits and tax exclusions. Adoptions completed after July 1, 2010 are eligible for reimbursement.