

The Adoption Assistance Program provides financial assistance for certain expenses related to the adoption of an unrelated minor child. **Please note that the Employer reserves the right to amend or terminate this Adoption Assistance Program at any time and for any reason.**

### **WHO IS ELIGIBLE FOR THE ADOPTION ASSISTANCE PROGRAM?**

#### **Active Employees**

All regular employees of Brookhaven Science Associates, LLC (the “Employer”) who work at least 20 hours per week and have completed one year of Continuous Service are eligible for the Adoption Assistance Program. Employees who are on a temporary assignment or a leave of absence are not eligible for the Adoption Assistance Program.

An employee is a “regular employee” if he/she is classified and treated for federal income tax purposes by the Employer as a regular full-time or regular part-time employee of the Employer (as opposed to a temporary, seasonal or casual employee, intern, independent contractor or consultant, agency worker or leased employee) even if the Employer’s classification is later determined to be incorrect.

#### **Ineligible Employees**

The following employees are not eligible for the Adoption Assistance Program:

- Employees who are resident undocumented aliens; and
- Employees whose terms of employment are covered by a collective bargaining agreement to which the Employer is a party, unless the collective bargaining agreement provides otherwise.

### **ENROLLMENT**

If you are eligible for the Adoption Assistance Program, you do not need to enroll. You must notify the BSA Benefits Office in writing within 30 days of the time an adoption proceeding has commenced. The adoption proceeding must commence after you become an eligible employee. The adoption proceeding must be finalized after you complete one year of Continuous Service.

### **ADOPTION ASSISTANCE PROGRAM COVERAGE**

#### **Benefits Provided**

The Adoption Assistance Program provides eligible employees financial assistance (up to a maximum of \$5,000 per adopted child) for certain expenses related to the adoption of an unrelated minor child under the age of eighteen (18). Participants and spouses or same-sex domestic partners who are also employed by the Employer are eligible for a combined maximum reimbursement of \$10,000 per adopted child. The adoptive child may not be a relative or stepchild.

## **What Adoption-Related Expenses are Reimbursable?**

The following expenses are reimbursable:

- Licensed adoption agency fees (including fees for placement and parental counseling);
- Legal costs (including attorney's fees and court costs); and
- Charges for transportation to obtain physical custody of the adoptive child (including reasonable and customary travel expenses for both the adoptive parents and the adoptive child).

## **How to Request Reimbursement**

To request a reimbursement for eligible expenses, you must submit a request for reimbursement form, itemized bills, proof of payment, and a certified copy of the judicial order of adoption to the BSA Benefits Office within 90 days after the adoption is final. Financial assistance reimbursement will be made only after the adoption is final. Reimbursements are made directly to the employee, are considered taxable income, and are subject to withholdings at the time of payment.

## **DEFINITIONS**

### **Continuous Service**

Continuous Service means service from your most recent hire date. Service performed prior to a break in employment is not included in Continuous Service. Continuous Service will be reduced by periods on approved Leave of Absence and will not include periods when the employee is not eligible for Adoption Assistance Program benefits.

Continuous Service includes Continuous Service, if any, with Associated Universities, Inc., Battelle Memorial Institute (including, for employees hired on or after January 1, 2010, with Battelle-related entities, excluding Department of Energy Laboratories managed by Battelle), Research Foundation of the State University of New York, or the State University of New York at Stony Brook immediately prior to a transfer of employment to Brookhaven Science Associates, LLC.

## **MISCELLANEOUS**

### **General Information**

The Adoption Assistance Program is not covered by ERISA.

### **TERMINATION OF COVERAGE**

Adoption Assistance Program benefits will cease on the earlier of the date your employment terminates or the date you are no longer eligible for coverage.