

Adoption - A Checklist for Parents

Introduction

The Family Medical Leave Act (FMLA) allows parents time away from work to care for a newly adopted child. An FMLA leave taken due to adoption must be taken continuously and be completed by the end of the 12-month period beginning on the date placement. Refer to the [FMLA-STD-and-LTD-PFLPA-Summary.pdf](#) for additional information.

Adoption - Checklist for Parents will help explain the following:

- How much leave am I able to take?
- How will I be paid?
- What are the eligibility guidelines?
- Who do I contact?
- How do I enroll my adoptive child?
- What are the dates and timeframes?

Remote access to BCBSM websites:

While you are out on Family Medical Leave, you can continue to access the [Open Enrollment website](#), or [Human Resources](#) website and Oracle. These resources provide access to company leave benefit policies, paycheck information, etc.