

**McLean County Unit District No. 5**

**LETTER OF UNDERSTANDING**

**USE OF SICK LEAVE WHEN ADOPTING A CHILD**

The Unit Five Education Association (UFEA) and the Board recognize that paid sick leave is often used in conjunction with a pregnancy, both before and after delivery of the baby. The parties further recognize that in an adoption proceeding it is often required that one or both of the parents take part in specific activities before and after the adoption which require them to be away from work. The parties agree that it is desirable and appropriate to give adoptive parents the same or similar benefits realized by birth parents. Therefore, the parties agree to the following:

1. A bargaining unit member who is in the formal process of adopting a child may use his/her own accumulated sick leave when he/she is participating in agency-required pre-adoption proceedings. The bargaining unit member will be required to provide a letter from the adoption agency that verifies the required activity.
2. A bargaining unit member may use his/her own accumulated sick leave to care for a newly adopted child as recommended by a physician, but not to exceed six weeks after the child has been officially placed in his/her home. The bargaining unit member will be required to provide a letter from the physician verifying the need of the parent to be off work to see to the needs of the child.
3. The bargaining unit member will not be allowed to use medical leave or sick leave bank for either of the purposes as described above.

**BOARD OF EDUCATION  
COMMUNITY UNIT SCHOOL  
DISTRICT NO. 5**

**UNIT FIVE EDUCATION ASSOCIATION  
IEA/NEA**

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

Date \_\_\_\_\_

Date \_\_\_\_\_