



## Adoption/Foster Care Leave

### What are my leave options?

Adoptive and Foster parents may be eligible for up to 12 weeks of time off to care for and bond with their child.

- Eight weeks of Parental Leave, paid at 100%, which can be broken up in two week increments. Two of the eight weeks of the Parental Leave may be used prior to the expected adoption or placement in the home. You have 12 months from the date of adoption or placement in the home to use their Parental Leave. Documentation is not required for the two weeks prior to expected adoption or placement in your home, but proof of adoption or placement in your home will be required for anytime taken after the adoption or placement in your home. You should provide at least a 30-day advance notice to your manager and the Capital One Leave and Accommodation Service center prior to taking your Parental Leave time (for both consecutive leaves and incremental leaves). Both Parental and Family and Medical (FML) Leaves are set up simultaneously and run concurrently.
- If you're eligible for FML at the time of your child's birth, you're eligible for 4 additional weeks of unpaid leave under FML time. You must use all but ONE week of earned vacation (exempt associates) or PTO (non-exempt associates) before taking unpaid leave. You are not required to use any vacation/PTO that you've purchased. Note: Any FML taken outside of the Parental Leave must be taken consecutively, but you don't have to take it immediately following your 8 weeks of Parental Leave.

**Please note:** If you ultimately adopt children that you have fostered and have previously received paid leave under foster care leave, you will not be eligible for paid leave for the adoption.

### How do I get started?

- **Step 1:** Call the Capital One Leave and Accommodation Service Center at 844-324-CAP1 (2271) 30 days prior to your requested leave date—they'll let you know what paperwork is needed to approve your time off.
  - **Please note:** If you do not provide a 30-day advance notice, you need to fill out a Parental Leave Request Form, found on [Pulse](#). If you don't have access to Pulse, contact the Capital One Leave and Accommodation Service Center to request the form via email or mail. Then, you must send the completed form to your manager for approval. If your manager approves, they must forward the form to the Capital One Leave and Accommodation Service Center. You'll still be required to provide the Capital One Leave and Accommodation Service Center with the required documentation.
- **Step 2:** Let your manager know how much time you plan to take off.
- **Step 3:** If you decide to take your Parental Leave at the time of the adoption or placement in your home, call the Capital One Leave and Accommodations Service Center at 844-324-CAP1 (2271) within three days of the event so your leave time starts. They'll contact Capital One with your claim approval and the Capital One Leave Management team will update your time so you continue to receive pay.
- Contact the Capital One Leave and Accommodations Service Center at 844-324-CAP1 (2271) if you decide to change your original amount of time off.



**We're here to help!** Contact the HR Help Center with any questions. Call 1-888-376-8836 or email [leavemanagement@capitalone.com](mailto:leavemanagement@capitalone.com)



The EAP offers child care services and a 24-hour Nurse Line for new parents! Call 1-855-383-7222 or go online to [www.anthemeap.com](http://www.anthemeap.com) (Login Capital One).

## My leave is almost over—now what?

- Talk to your manager about your return to work plans so they can prepare for your return.
- Discuss with your manager a possible flexible return to work schedule if you need additional time.

