



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Foster Care Leave

Policy Number: 68

Authority: Ark. Code Ann. § 21-4-206 and § 21-4-218 ([Act 756 of 2023](#))

Effective Date: August 1, 2023

Arkansas law allows eligible state employees to receive up to forty (40) hours of paid leave per calendar year when a child in foster care has been placed in the employee's home. The maximum of forty (40) hours per calendar year applies even if multiple children are placed in the employee's home at different times throughout the calendar year. For purposes of this policy, child means a person who is eighteen (18) years of age or younger.

Employees ineligible for foster care leave:

1. Emergency, intermittent, probationary, or extra help employees; or
2. An employee who is eligible to receive catastrophic leave for maternity purposes for the placement of a child in foster care under one (1) year of age in the employee's home. Refer to [Policy #47](#) for more information about catastrophic leave for maternity purposes.

Foster care leave can only be used for the following purposes:

1. Bonding with the child(ren) and for adjustment purposes;
2. Attending school placement meetings related to changes due to foster care placement;
3. Attending individualized educational program meetings related to changes due to foster care placement;
4. Attending required court hearings; and
5. Attending required case-planning activities.

Required documentation

Employees shall provide their supervisor with documentation showing that a child in foster care has been placed in their home. Acceptable proof includes a printout of the placement screen for the child printed by the foster parent from the Resource Parent Portal or the CFS-362: Medi-Alert Form with the placement date.

Employees shall provide proper documentation to their supervisor each time they request to take foster care leave to attend a scheduled school placement or individualized educational program meeting, court hearing, or case-planning activity. An employee's request to use foster care leave may be denied for failing to provide proper documentation.

Unused foster care leave

Unused hours of foster care leave do not carry over to the next calendar year. Foster care leave is not paid out when an employee terminates or retires from state employment.