

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
**ATTENDANCE AND LEAVE MANUAL**  
POLICY BULLETIN 2024-01

Section 21.12

March 2024

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TO: Manual Recipients  
FROM: Jessica Rowe, Director of Staffing Services  
SUBJECT: Paid Parental Leave for Rent Regulation Services Unit Employees (RRSU)

The purpose of this Policy Bulletin is to set forth guidelines for administration of the Paid Parental Leave (PPL) benefit for RRSU employees.

Paid Parental Leave for RRSU-represented employees is **available retroactively to September 1, 2023**. Agencies **must** allow retroactive use of this benefit and reconstruct an employee's time and payroll records, as appropriate. Employees who do not wish to go back retroactively are entitled to go out on any remaining PPL that is available to them up until 7 months from the qualifying event.

PPL is available to any gestational, non-gestational, adoptive, or foster parent who meets certain eligibility criteria for RRSU-represented executive branch employees. All other child care leave benefits, including sick leave accruals, family sick leave benefits, use of other accruals (e.g., VRWS, vacation, personal and holiday leave) and/or leave without pay during the mandatory seven-month child care leave period, Family Medical Leave Act (FMLA) and Paid Family Leave (PFL) benefits remain unchanged and available for use when applicable. Agencies may still allow leave without pay beyond seven months on a discretionary basis. Discretionary leaves which extend beyond two years must still be approved by the Civil Service Commission. (Please note: PFL is allowed at any time during the first year of placement or birth of a child, it can be taken continuously or intermittently and does not need to end 7 months after the qualifying event).

### **Eligibility**

All RRSU employees who work full-time or who work at least 50% part-time are eligible for this benefit. Such employees are eligible upon completion of six cumulative months of State service, in which there was no break of more than a year (except Commission Reinstatements). The work percentage for hourly employees will determine the compensation under the benefit and will be determined by a six-month look back before the date the leave commences. Agencies should use the six-month period prior to any sick leave at half-pay or leave without pay benefits related to the qualifying event to calculate the paid leave entitlement available. Employees who have separated from State service are not entitled to Paid Parental Leave, retroactively or otherwise. Paid Parental Leave may not be used to extend employment beyond the point it would otherwise end by operation of law, rule, or regulation.

### **Use of Paid Parental Leave**

Employees may take leave **with pay** for up to 12 weeks for each qualifying event, defined as the birth of a child or placement of a child for adoption or foster care. Paid Parental Leave is available for use once every 12-month period. A qualifying event begins the 12-month period. Paid Parental Leave may begin on the date of birth, the day of adoption or foster care placement or anytime thereafter within seven months. An employee's ability to use Paid Parental Leave ends seven-months from the date of the qualifying event. An employee may

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request to be retroactively placed on PPL beginning September 1, 2023. An employee's ability to use Paid Parental Leave ends seven-months from the date of the qualifying event.

Paid Parental Leave may be used in combination with all other paid and unpaid childcare leave benefits (see attached chart for examples of application and order of Paid Parental Leave benefits). Usage of accruals cannot run concurrently with Paid Parental Leave and may be taken at an appropriate time (either before or after) in addition to Paid Parental Leave.

If both parents are employed by a New York State Agency, both parents may use Paid Parental Leave, even if they work for the same appointing authority.

Paid Parental Leave cannot be used intermittently and must be taken in a block of time. Employees do not have to take the full 12 weeks, but once they return from Paid Parental Leave, they can no longer use this leave.

It should be noted that FMLA, if the employee is eligible and has FMLA entitlement remaining, runs concurrently with Paid Parental Leave, as well as the other types of leave available. FMLA is generally designated at the time of birth or placement of the child.

**Status of Employees on Paid Parental Leave**

For attendance and leave purposes, employees are deemed to be in **leave without pay** status while using Paid Parental Leave. They do not earn biweekly leave accruals or observe holidays, nor do they receive personal leave or vacation bonus days if their anniversary dates fall while they are using Paid Parental Leave. In such cases, the personal leave anniversary date changes to the date of return to work or placement on sick leave at half-pay, and the employee receives personal leave on the adjusted anniversary date. The vacation anniversary date is adjusted if the period of continuous absence on Paid Parental Leave and any other kind of childcare leave, except where the employee charges accruals on such leave, exceeds six continuous months. If such period is less than six-months, the employee retains the same vacation anniversary date and is credited with vacation bonus days upon return to work.

Voluntary Reduction in Work Schedule (VRWS) agreements must be suspended on the first day of the payroll period in which an employee begins their Paid Parental Leave.

Time on Paid Parental Leave does not count as service for earning additional eligibility for sick leave at half-pay.

While using Paid Parental Leave, employees continue to be covered by their existing insurance benefits. Employees continue to have health insurance premiums, retirement contributions, and other payroll deductions withheld from their paycheck.

Time spent while on Paid Parental Leave does not count towards the satisfactory completion of any required probationary period, beyond the total number of absences that can be considered as time served per Rule 4.5(g). Please refer to [State Personnel Management Manual Section 2000](#) for further information regarding the administration of probation.

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Employees using Paid Parental Leave continue to receive retirement service credit for days while on leave as it is considered full pay status for this purpose.

Any questions about these provisions should be referred to the Attendance and Leave Unit of the Department of Civil Service at (518) 457-2295.

## EXAMPLES OF PAID PARENTAL LEAVE IN CONJUNCTION WITH ACCRUAL USAGE AND OTHER LEAVE TYPES:

RRSU Gestational Parent (birth)	RRSU Non-gestational Parent (non-birth)
<p>Employee has 3 weeks of accrued sick leave and 8 weeks of accrued vacation leave. The employee plans on being out the entire 7 months afforded for Child Care Leave and then 12 weeks of Paid Family Leave:</p> <ol style="list-style-type: none"> <li>Employee is designated FMLA if eligible to run concurrent with accrual usage and other leave types.</li> <li>Sick Leave accruals are used first during period of disability (employee exhausts sick leave credits and satisfies waiting period for IPP).</li> <li>The employee is placed on IPP for 3 weeks.</li> <li>Employee is placed on FMLA Leave Without Pay for 4 weeks. (Health Insurance will remain at the Employee Share during FMLA)</li> <li>Employee uses 8 weeks of vacation</li> <li>Employee is then placed on Paid Parental Leave for 12 weeks.</li> <li>Employee then goes on Paid Family Leave for the remainder of leave for 12 weeks.</li> </ol>	<p>Employee opts to charge one week of accruals to Family Sick Leave. The employee plans on being out for 4 months and 1 week:</p> <ol style="list-style-type: none"> <li>Employee is designated FMLA if eligible to run concurrent with accrual usage and other leave types.</li> <li>Employee charges 5 days of Family Sick Leave allowed for initial period of disability of gestational parent.</li> <li>Employee is then placed on Paid Parental Leave for 12 weeks.</li> <li>Employee then goes on Paid Family Leave for the remainder of leave for 4 weeks.</li> </ol>
RRSU Adoptive Parent	RRSU Foster Care Parent
<p>Employee has 8 weeks of accrued vacation and 1 week of Personal Leave. The employee plans on being out the entire 7 months afforded for Child Care Leave and will continue to be out an additional 5 weeks using their Paid Family Leave entitlement:</p> <ol style="list-style-type: none"> <li>Employee is designated FMLA if eligible to run concurrent with accrual usage and other leave types.</li> <li>Employee uses 8 weeks of vacation</li> <li>Employee uses 1 week of Personal Leave</li> <li>Employee is then placed on Paid Parental Leave for 12 weeks</li> <li>Employee then goes on Paid Family Leave for 12 weeks</li> </ol>	<p>Employee has 8 weeks of accrued vacation, 3 weeks of VRWS Credits and 1 week of Personal Leave. The employee plans on being out for 12 weeks under the Family Medical Leave Act (FMLA), 12 weeks Paid Parental Leave (PPL) and 12 weeks Paid Family Leave (PFL) for a total of 9 months. Employee is not allowed to use accrued sick leave:</p> <ol style="list-style-type: none"> <li>Employee is designated FMLA if eligible to run concurrent with accrual usage and other leave types.</li> <li>Employee uses 8 weeks of vacation</li> <li>Employee uses 3 weeks of VRWS Credits</li> <li>Employee uses 1 week of Personal Leave</li> <li>Employee is then placed on Paid Parental Leave for 12 weeks</li> <li>Employee then goes on Paid Family Leave for 12 weeks</li> </ol>

<p><b>SICK LEAVE:</b></p> <p>Gestational Parent: Can only be used during the period of disability by gestational parent. Four weeks prior to giving birth and 6 weeks after, with medical or FMLA documentation this time period could be extended due to medical circumstances.</p> <p>Non-gestational parent: Can charge out 5 days to Family Sick Leave, unless medical or FMLA documentation is provided indicating the need for the employee to care for the gestational parent or child due to a medical condition.,</p> <p>Adoptive or Foster Care Parents: Not allowed to charge sick leave.</p> <p>Sick Leave should be charged out prior to other accruals and being placed on Paid Parental Leave (PPL).</p>	<p><b>VACATION ACCRUALS:</b></p> <p>Gestational, Non-gestational and Adoptive Parents can utilize anytime during the 7-month Child Care Leave. Can be used in conjunction with other accruals prior to going out on Paid Parental Leave or after.</p> <p>Foster Parents: If eligible for FMLA can utilize during the 12 week period of entitlement in conjunction with other allowable accruals. Need to charge out Vacation prior to going out on Paid Parental Leave.</p> <p>If employees are above the allowable cap towards the end of the fiscal year, they need to use them prior to losing them.</p>
<p><b>INCOME PROTECTION PLAN (IPP):</b></p> <p>Gestational Parent Only: Period of disability only. Employee has to exhaust all sick leave accruals and satisfy two week waiting period. During the two-week waiting period accruals can be charged, if none are available the employee can be placed on Leave without Pay or Leave Donations. If employee is requesting Leave Donations, they must be used prior to being placed on IPP. Employee can be placed on Paid Parental when child is born if they do not intend to be out over 12 weeks.</p>	<p><b>OTHER ACCRUALS – PERSONAL LEAVE, FLOATING HOLIDAYS, VRWS &amp; NON-COMPENSATORY OVER-TIME:</b></p> <p>Gestational, Non-gestational and Adoptive Parents can utilize anytime during the 7-month Child Care Leave.</p> <p>Foster Parents: If eligible for FMLA can utilize during the 12 week period of entitlement.</p> <p>Should be utilized after Sick Leave is either exhausted, disability period is over, or prior to the accruals expiring: Floating Holidays, Personal Leave, VRWS Credits and Non-Compensatory Over-time.</p> <p>Paid Parental Leave can be utilized prior to charging out these accruals or after, keep the expiration dates in mind when planning the leave. For example: If Personal Leave is going to expire in two weeks, use prior to going out on Paid Parental Leave.</p>

<p><b>SICK LEAVE AT HALF PAY:</b></p> <p>Gestational Parent Only: Period of disability only. Employee has to exhaust all accruals. Employee can request Leave Donations. Employee can then be placed on Paid Parental Leave. Employee can be placed on Paid Parental when child is born if they do not intend to be out over 12 weeks.</p>	<p><b>PAID FAMILY LEAVE (PFL):</b></p> <p>Employees are eligible for 12 weeks to bond with child this applies to gestational, non-gestational, adoptive and foster care parents. Employees can take this leave anytime within the first year of birth or placement of the child. It can extend the 7-month Child Care Leave allowable to State employees for birth and adoptive parents.</p> <p>Paid Parental Leave should be used prior to Paid Family Leave if the percentage on the payroll was decreased from 100% either by charging out fewer accruals, being on VRWS or Sick Leave at Half Pay. Paid Family Leave is capped at 67% and is based on the employees last 8 weeks while on the Payroll.</p>
<p><b>LEAVE DONATIONS:</b></p> <p>Gestational Parent Only: Leave Donations can be requested by the gestational employee for period of disability only. All leave accruals must be exhausted, Leave Donations should be utilized prior to going on Paid Parental Leave</p>	<p><b>FAMILY MEDICAL LEAVE ACT (FMLA):</b></p> <p>Family Medical Leave Act (FMLA) runs concurrently with Paid Parental Leave, as well as the other types of leave available. FMLA is usually designated with the birth or placement of the child.</p> <p>Anyone carrying health insurance that intends on having a period of leave without pay, should do so during their FMLA entitlement, the cost of health insurance remains at the employee share. Gestational Parent Only: should use Sick leave, IPP, Leave Donations and Sick Leave at Half Pay first during the period of FMLA and then go on leave without pay.</p>