

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE STATE
PERSONNEL MANAGEMENT MANUAL
Advisory Memorandum #23-01-Amended**

2800 Automated Position-Personnel System

September 2023

TO: Department and Agency Directors, Human Resources and Affirmative Action Officers

FROM: Jessica Rowe, Director of Staffing Services

SUBJECT: Paid Parental Leave for M/C Employees

DATE: September 21, 2023

On January 10, 2023, Governor Hochul announced that New York State will provide 12 weeks of Paid Parental Leave for unrepresented executive branch state employees to bond with a newly born, adopted, or foster child. The purpose of this advisory memorandum is to inform agencies on the implementation of Paid Parental Leave.

Effective February 14, 2023, employees in the following Management Confidential Bargaining Units will be eligible for Paid Parental Leave:

- 06 Management Confidential
- 18 Management Confidential State Police
- 46 Military and Naval Affairs Management Confidential
- 66 Public Employment Relations Board 0801
- 96 SUNY Construction Fund Management Confidential

The Department of Civil Service has created a new NYSTEP Action/Reason code to be used to identify employees who have received approval to use Paid Parental Leave. This Action/Reason code is effective for use on or after February 14, 2023:

- PLA/PPF: Paid Leave of Absence/Paid Parental Full (New NYSTEP Code)
- IAG/RLV: Within Agency/Reinstate from Encumbering Leave

The maximum duration of Paid Parental Leave is 12 weeks. Paid Parental Leave cannot be extended beyond the 12 weeks and an employee can only go out on Paid Parental Leave once in a 12 month period.

Complete details on Paid Parental Leave are available in Attendance and Leave Policy Bulletin 2023-01: https://www.cs.ny.gov/attendance_leave/PolBull23-01.cfm

All employees eligible for PLA/PPF (i.e., CSEA, PEF and M/C employees) must meet certain eligibility criteria. Agencies should ensure that employees meet the appropriate service requirements for their bargaining unit prior to submitting a PLA/PPF transaction. The submission of the NYSTEP transaction will serve as an attestation that the appointing authority has made the appropriate check to the employees eligibility for PLA/PPF.

Through December 31, 2023, for PLA/PPF transactions submitted beyond five pay periods, no additional documentation needs to be provided for the Department of Civil Service's review of the backdated transaction. For any transactions submitted on or after January 1, 2024 with backdated effective dates beyond five pay periods, agencies will need to provide their Staffing Services Representative with information supporting the backdated request for their review and approval (i.e. information related to the birth or placement,

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE STATE
PERSONNEL MANAGEMENT MANUAL
Advisory Memorandum #23-01-Amended

2800 Automated Position-Personnel System

September 2023

the time frame of the requested PLA/PPF, and the reason for the backdate).
[This italicized section has been amended effective 9/20/2023.]

Please ensure distribution of this memorandum to appropriate Human Resources Personnel.

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