

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE STATE
PERSONNEL MANAGEMENT MANUAL
Advisory Memorandum #23-03-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 CSEA Employees

DATE: September 21, 2023

On June 13, 2023, Governor Hochul announced that New York State will provide 12 weeks of Paid Parental Leave to employees represented by Civil Service Employees Association (CSEA) 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 for CSEA represented employees.

Employees in the following CSEA Bargaining Units will be eligible for Paid Parental Leave retroactively to April 2, 2023:

- 02 Administrative Services Unit (ASU)
- 03 Operational Services Unit (OSU)
- 04 Institutional Services Unit (ISU)
- 47 Division of Military and Naval Affairs Unit (DMNA)

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 April 2, 2023:

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

Agencies must allow retroactive use of Paid Parental Leave and reconstruct an employee's time and payroll records, as appropriate.

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 for CSEA Employees is available in Attendance and Leave [Policy Bulletin 2023-03](#).

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.

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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, 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.