

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

PERSONNEL MANAGEMENT MANUAL

Advisory Memorandum #24-06-Amended

2800 Automated Position-Personnel System

AUGUST 2024

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

FROM: Benjamin Gifford, Director of Staffing Services

SUBJECT: Paid Parental Leave for NYSCOPBA – Security Services Unit (SSU), PBANYS – Agency Police Services Unit (APSU) and Council 82 – Security Supervisors Unit (SSpU) Represented Employees

DATE: August 29, 2024

The purpose of this advisory memorandum is to inform agencies on the implementation of Paid Parental Leave for SSU, APSU and SSpU represented employees. Please see the effective dates below:

- SSU (Bargaining Units 01 & 21) effective January 1, 2024
- APSU (Bargaining Unit 31) effective May 17, 2024
- SSpU (Bargaining Units 61 & 91) effective June 10, 2024

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:

- 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 SSU, APSU & SSpU employees are available respectively in the following Attendance and Leave Policy Bulletins:

[2024-02](#), [2024-04](#), [2024-07](#)

It should be noted that all employees eligible for PLA/PPF (i.e., DC-37, CSEA, PEF and M/C employees) must meet certain eligibility criteria. Agencies should ensure that all employees meet the appropriate service requirements for their bargaining unit prior to submitting a PLA/PPF transaction. Please note in the comments if an employee is hourly or part-time and what percentage the employee is normally scheduled to work.

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.