

## **REFERENCE GUIDE – PAID PARENTAL LEAVE (PPL)**

- PPL provides qualified employees with up to 12 work weeks of fully paid leave, without charge to accruals, to bond with a newborn, adopted or foster child (qualifying events).
- Any gestational, non-gestational, adoptive, or foster parent that has at least six (6) months of cumulative Court System service and works at least a (.5) schedule as of the date the PPL commences is eligible.
- Unlike the Family and Medical Leave Act (FMLA), if both parents are employed by UCS, each is entitled to PPL of up to 12 work weeks.
- PPL is available for use once in a 12-month period, on a rolling basis, regardless of the number of qualifying events that may occur within that 12-month period.
- PPL must be used in full days and in a continuous block of time. Employees do not have to take the full 12 work weeks but once they return from PPL, eligibility for PPL for the same qualifying event is extinguished, e.g., if an employee returns after 8 work weeks of PPL, they are not eligible for future PPL unless there is a new qualifying event that occurs at least 12 months after the prior qualifying event.
- PPL merely serves to allow employees to be out on full pay, without charge to their accruals, for up to 12 work weeks during an otherwise unpaid Child Care Leave. Employees may elect to use PPL at any time during the one (1) year non-discretionary Child Care Leave set forth in the applicable collective bargaining agreement, subject to the seven (7) month limitation below.
- Employees can elect to begin PPL on the date of the qualifying event, or another date thereafter, but in all instances, PPL will automatically end seven (7) months from the date of the qualifying event.
- PPL must be requested by the employee no less than 30 calendar days in advance where the need for leave is foreseeable. Requests for PPL must be made on the [new] UCS-48-CL. Approval of PPL is subject to receipt of proof of the qualifying event as soon as is practicable under the circumstances.
- If the employee has FMLA leave available upon commencement of their PPL, FMLA will run concurrent with the PPL.
- Employees that exhaust their FMLA entitlement for childbirth/bonding while using PPL may thereafter take leave under the FMLA for other FMLA-qualifying events [excluding birth of a child for which PPL was used] during that same FMLA calendar year, provided they are FMLA-eligible and have not already exhausted their FMLA entitlement for those other FMLA-qualifying event(s).
- Employees that are on PPL are not eligible to apply for Sick Leave Bank time during that same period.
- Employees that experience a qualifying event while they are already out of work on another leave must be cleared to return to work from that leave of absence in order to be eligible for PPL. The timeframes for commencing PPL and for filing an application, set forth above, still apply.

- While using PPL, employees continue to be covered by their existing insurance benefits and all employer contributions continue. Employees continue to have health insurance premiums, retirement contributions, and other payroll deductions withheld from their paycheck, as may be applicable. As with any other paid leave, employees on PPL will continue to earn bi-weekly leave accruals, be paid for holidays and receive retirement service credit.
- Alleged violations of PPL are not subject to the Grievance Procedures in the collective bargaining agreements. Any employee who believes that they have been improperly denied PPL or that an improper designation of PPL has been made may write to the Director of Human Resources, OCA Division of Human Resources, 25 Beaver Street, 7<sup>th</sup> Floor, New York, NY 10004. The Director or designee will investigate the concern and respond to the employee in writing.

- **Retroactive Application**

If a qualifying event occurred between January 1, 2024 and March 31, 2024, an eligible employee may use PPL, however the employee's use of PPL will still end seven (7) months from the qualifying event.

Employees seeking retroactive coverage, i.e., between January 1<sup>st</sup> and March 31<sup>st</sup>, will be required to apply by submitting the [new] UCS-48-CL and the [new] UCS-48-CL (Retro) no later than May 1, 2024.

In no event will retroactive coverage result in any cash/check payment to an employee.

- Employees that charged their accruals for any qualifying event that occurred between January 1<sup>st</sup> and March 31<sup>st</sup> are eligible to have their accruals restored and/or PPL charged prospectively, as may be applicable.
- Employees that took leave without pay for any qualifying event that occurred between January 1<sup>st</sup> and March 31<sup>st</sup> and are still on such shall leave as of April 1, 2024, are entitled to charge PPL prospectively instead of charging their accruals or taking further unpaid leave, as may be applicable.