New Parent Leave *(effective January 1, 2018)*

**Scope**
This policy applies to all regular full-time and part-time employees who meet the RIT service eligibility requirements of the [New York State Paid Family Leave](http://www.ny.gov) (NYS PFL).

**Policy Statement**
RIT’s New Parent Leave provides a supplement to the New York State Paid Family Leave (NYS PFL) effective January 1, 2018. RIT’s New Parent Leave cannot be taken separately, unless the employee is not eligible for NYS PFL because they do not meet the requirement of working in New York State.

After meeting the RIT service eligibility requirements for NYS PFL, RIT’s New Parent Leave is available to regular full time and part time employees who become parents following the birth or adoption of a baby. The leave is available within 12 months of the baby’s birth. If the baby was born or adopted prior to the parent’s employment at RIT, the leave is still available within 12 months of the baby’s birth after meeting the RIT service eligibility requirements of NYS PFL.

When eligible, RIT New Parent Leave provides paid leave to supplement NYS PFL so the employee receives full pay for the period of time the employee is eligible for New Parent Leave. RIT New Parent Leave will be automatically used in a block of time or intermittently, based on how the employee has elected to take NYS PFL. Since NYS PFL must be used in full-day increments, one day of the RIT New Parent Leave supplement will be used for each day of NYS PFL.

The primary caregiver is eligible for four weeks of paid leave supplement and the secondary caregiver is eligible for two weeks of the paid leave supplement. An employee cannot be both primary and secondary caregiver. The New Parent Leave supplement is based on the employee’s standard weekly hours.

Primary caregiver is defined as the parent who spends the most time with the child and provides most of the everyday aspects of care. The secondary caregiver is defined as the parent who shares childrearing responsibilities with the primary caregiver. In cases where both parents are RIT employees, each is entitled to their own time off; one of the employees is the primary caregiver and the other is the secondary caregiver.

There may be instances where the employee is eligible for NYS PFL and not for the New Parent Leave. For example, if the employee is adopting a child or beginning foster care for a child over a year old, they can take NYS PFL within 12 months of the placement for adoption or foster care, but these do not qualify for RIT New Parent Leave. In other instances, the employee may be eligible for the New Parent Leave but not NYS PFL. For example, an RIT employee who resides outside New York State and does not work in New York State is not eligible for NYS PFL.
If the employee is eligible for RIT New Parent Leave but is not eligible for NYS PFL, the RIT New Parent Leave may be taken either as a block of time or intermittently. Leave time may be taken in no less than full-day increments. The employee needs to notify both their manager and Prudential to report the dates of New Parent Leave prior to the start of the leave. The leave may be taken immediately following the disability period or birth in a block of time. For leaves taken intermittently or in blocks of time other than immediately following the disability period or birth, the employee is expected to work with their manager to determine when and how the leave will be taken. For instructional faculty, adjustments to the employee’s plan of work would need to be made as a result of the leave.

The RIT New Parent Leave will count toward the employee’s total Family and Medical Leave Act (FMLA) annual leave allowance. Absence from work due to RIT New Parent Leave will not impact an employee’s annual performance assessment or potential merit increase.

**Procedures**

Employees taking New Parent Leave are required to contact Prudential at 877-908-4778 to report the leave. RIT’s Control Number is 50757, which is needed when contacting Prudential. Prudential will generate a leave notice identifying the employee’s leave dates which will be used by Human Resources to continue pay during the New Parent Leave period. For hourly employees, Payroll will enter the pay code “New Parent Leave” into Kronos for the time designated as New Parent Leave.

**Responsible Office**

Human Resources Department
Benefits Specialist
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Phone 585-475-2429
Office 5th Floor Eastman Hall

**Effective Date**
September 22, 2015

**Updated Date**
November 27, 2017 (effective January 1, 2018)