



Office of the Senior Vice Chancellor  
for Labor Relations

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### **PSC-CUNY Paid Parental Leave Policy**

1. **Eligibility** - Full-time employees<sup>1</sup> who have a minimum of one year of service with CUNY<sup>2</sup> are eligible for a continuous leave of absence to care for a newborn child or for a newly adopted child, adopted at up to five years of age, for a period not to exceed eight weeks.
  
2. **Commencement of Leave** - Employees covered under paragraph 1 above are eligible for eight consecutive weeks of paid parental leave, which must be taken immediately upon the birth or adoption of the child,<sup>3</sup> except as follows:
  - a) For the birth mother, paid parental leave shall commence immediately upon the expiration of approved use of temporary disability leave related to childbirth.
  
  - b) Paid parental leave may be taken prior to the birth when deemed medically necessary for the birth mother, and the birth mother does not have sufficient temporary disability leave to cover that period.
  
  - c) Paid parental leave may be taken prior to the adoption of the child when necessary to fulfill the legal requirements for an adoption (e.g., foreign travel).
  
  - d) For eligible couples in the bargaining unit who work in the same department at the same college, the parental leaves may not be taken concurrently (or concurrently with the birth

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<sup>1</sup> Persons employed as substitutes who do not have an underlying regular annual appointment are not eligible for the Paid Parental Leave Benefit.

<sup>2</sup> Teaching faculty who have completed two continuous semesters of teaching and become parents during the period of annual leave, as defined in section 14.1 of the PSC/CUNY collective bargaining agreement, are eligible for the Paid Parental Leave Benefit.

<sup>3</sup> Reference to "adoption" shall be understood to mean the formal placement of a child with the employee for adoption.

mother's period of disability leave, if any), but must be taken consecutively. The couple would be eligible for two consecutive leaves limited to a combined total of 14 rather than 16 weeks. In no event may either parent take a leave of more than eight weeks. The couple may appeal to the President of the College for permission to take the leave concurrently. The decision of the President is final.

3. **Scheduling Options** - Full-time classroom teaching members of the Instructional Staff (hereinafter "teaching faculty" or "faculty")<sup>4</sup> may elect one of the options below in lieu of taking eight weeks of paid parental leave immediately following the birth or adoption of a child (or immediately following the expiration of approved use of temporary disability leave for the birth mother), as set forth in paragraph 2 above. The election shall be made at the time he/she files his/her notice of intent to take paid parental leave.
- a) In the event there are five or fewer weeks remaining in the semester at the time the faculty member becomes eligible to take paid parental leave (*i.e.*, upon the birth or adoption of the child or upon the expiration of the approved temporary disability leave for the birth mother), he/she may elect to take paid parental leave for the remainder of that semester and to receive a 3-contact-hour release in the next semester; if the faculty member does not so elect, she/he will be entitled to take the remaining weeks of paid parental leave (*i.e.*, up to the full eight weeks) in the next semester.
  - b) A faculty member who becomes eligible for paid parental leave during the period of annual leave as set forth in section 14.1 of the PSC/CUNY collective bargaining agreement may elect either i) to take eight weeks of paid parental leave commencing effective with the first day of the Fall semester following the period of annual leave (or at the expiration of the approved period of temporary disability leave for a birth mother, to the extent that such period extends into the Fall semester), or ii) to receive a 6-contact-hour release to be taken in the Fall semester following the period of annual leave or in the following Spring semester, or to receive a 3-contact-hour release in each of those semesters. The scheduling option is subject to the approval of the department chair.

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<sup>4</sup> It is understood and agreed that the provisions of this policy pertaining to teaching faculty also apply to faculty counselors hired prior to September 1, 1998.

- c) It is the intention of the parties that a faculty member not be on leave for two semesters; faculty, accordingly, are encouraged to utilize the course release option in subparagraph a) above, as appropriate.
4. **Notice** - The employee is required to give notice of his/her intent to take paid parental leave by filing an application form at least 90 days prior to the expected due date of the baby or 90 days prior to the expected placement of the child with his/her adoptive parents; in the event that the adoption placement date is not known 90 days in advance, the application must be filed as soon as the placement date is known to the parent. The employee must file the application form with the Director of Human Resources, after obtaining the signature of his/her department chair or unit head.
5. **Service Credit** - As with other paid leaves, the period the employee is on paid parental leave will count as service. However, an employee in a title eligible for tenure, a Certificate of Continuous Employment ("CCE"), or a Certificate of Continual Administrative Service ("CCAS" or "13.3b") who does not yet have tenure, a CCE, or a 13.3b appointment, who takes a paid parental leave during his/her first six years of service (four years for CLT series employees and Lecturers) may, at his/her discretion, elect to have the period of the leave serve as a bridge, in the same manner as does unpaid child care leave taken under section 16.9 of the PSC/CUNY collective bargaining agreement. While the eligible employee may discuss his/her options with his/her department chair or unit head prior to the birth or adoption, the election itself may not be made in advance of the birth or adoption. An eligible employee choosing to exercise this option must notify his/her department chair or unit head and the Director of Human Resources, in writing, within 90 calendar days following the birth or adoption. No election may be made following the expiration of the 90-day period, and once an election is made, it is irrevocable. The election option is no longer available on or after June 1<sup>st</sup> of the year preceding the academic year (September 1<sup>st</sup> - August 31<sup>st</sup>) for professorial series employees, lecturers, and CLT series employees, or the fiscal year (July 1<sup>st</sup> - June 30<sup>th</sup>) for HEO series employees, during which the tenure/CCE/13.3b decision must be made ("decision year"), as applicable. An employee who becomes eligible for a paid parental leave on or after June 1<sup>st</sup> of the year prior to the decision year will not be eligible for the above-referenced election; his/ her period of paid parental leave shall count as service.

An eligible Instructor who takes a paid parental leave during his/ her first four years of service may similarly elect to have the period of the leave serve as a bridge - in the same manner as does unpaid child care leave taken under section 16.9 of the PSC /CUNY collective bargaining agreement - for purposes of the five-year limit on Instructor service and subsequent applicability, if any, of sections 9.8 and 12.6 of the PSC/CUNY collective bargaining agreement. While the eligible employee may discuss his/her options with his/her department chair or unit head prior to the birth or adoption, the election itself may not be made in advance of the birth or adoption. An eligible Instructor choosing to exercise this option must notify his/her department chair or unit head and the Director of Human Resources, in writing, within 90 calendar days following the birth or adoption. No election may be made following the expiration of the 90-day period, and once an election is made, it is irrevocable. The election option is no longer available on or after June 1<sup>st</sup> of the fourth year of Instructor service. An Instructor who becomes eligible for a paid parental leave on or after June 1<sup>st</sup> of the fourth year of Instructor service will not be eligible for the above-referenced election; his/her period of paid parental leave shall count as service.

**6. Miscellaneous provisions –**

- a) One paid parental leave benefit is available per eligible employee per birth or adoption event; the number of children involved in the birth or adoption does not increase the length of paid parental leave for eligible employees.
- b) Eligible employees will remain on the payroll and continue to be eligible for all applicable benefits.
- c) Paid parental leave taken pursuant to this program will run concurrently with Family Medical Leave Act ("FMLA") leave, to the extent that such leave is available to the employee.
- d) Holidays and/or, for teaching faculty, inter session period(s) (excluding the period of annual leave as defined in Article 14.1 of the PSC/CUNY collective bargaining agreement) that occur while an employee is on paid parental leave do not serve to extend the period of the leave, but rather are counted as part of the period of paid parental leave.

- e) If an employee has been non-reappointed and the period of his/her current appointment ends while he/she is on a paid parental leave, he/she is not entitled to payment for any unused portion of the leave beyond the period of his/her appointment.
  
- f) An eligible member of the teaching faculty whose paid parental leave expires mid-semester may return either to teaching or to administrative duties for the balance of the semester, at the discretion of, and as assigned by, the Department Chair after consultation with the employee.

**APPLICATION  
For  
PAID PARENTAL LEAVE<sup>1</sup>**

**Instructions:** Notice of intent to take paid parental leave, for a period not to exceed eight consecutive weeks, must be submitted to the department chair/unit head and to the Director of Human Resources at least 90 calendar days prior to the proposed date of the leave or when the employee has knowledge of the impending birth or adoption, whichever occurs later. Applicant completes Part I of the form, obtains the signature of the Chair/unit head under Part II (to indicate that he/she has been informed of the anticipated leave and approved the released time schedule under 3.b., as applicable), and forwards the form to the Human Resources Department (“HR”). HR completes Part III of the form, returns a copy to the applicant and to the Chair/unit head, and places a copy in the applicant’s personal personnel file, in accordance with standard procedures.

**PART I**

(To be completed by employee)

Name: \_\_\_\_\_ College: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (h) \_\_\_\_\_ (o) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

A. I hereby give notice of my intent to take paid parental leave. The expected date of the child’s birth or placement for adoption is: \_\_\_\_\_. I anticipate taking \_\_\_\_\_ weeks of paid parental leave commencing:

1.  with the birth/placement for adoption; or
2.  following the expiration of temporary disability leave taken to recover from childbirth (generally six weeks; eight weeks for a C-section) (for birth mothers only); or
3.  from \_\_\_\_\_ to \_\_\_\_\_, prior to the birth or adoption, in accordance with subsections 2.b. or 2.c. respectively; or
4.  from \_\_\_\_\_ to \_\_\_\_\_, in accordance with subsection 2.d, which pertains to couples in the same department, who are to take leave consecutively and who are limited to a combined total of 14 weeks of leave; or

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<sup>1</sup> The Paid Parental Leave Policy is available on the University’s website. Employees should review the subsection(s) relevant to their circumstances.

5.  at the start of the Fall semester (or at the expiration of the approved period of temporary disability leave for the birth mother) for faculty who become eligible for paid parental leave during the period of annual leave, in accordance with subsection 3.b.

OR

(for teaching faculty only)

B. Under paragraph 3, faculty may elect released time in lieu of some or all of the eight weeks of paid parental leave under the circumstance set forth in subsections 3.a. and 3.b. I hereby give notice of my intent to elect to receive released time in lieu of paid parental leave, as follows:

1.  In accordance with subsection 3.a., I anticipate that there will be five or fewer weeks remaining in the semester at the time of the birth or adoption (or upon the expiration of the approved temporary disability leave for the birth mother), and I elect to receive a three-contact-hour release in the next semester in lieu of taking the remaining weeks of paid parental leave in the next semester. (Please indicate in Section A above the number of weeks of paid parental leave anticipated to be taken.)
2.  In accordance with subsection 3.b., I anticipate that the birth or adoption will take place during the period of annual leave (as set forth in Article 14.1 of the collective bargaining agreement). I elect to receive six-contact-hours of released time as follows:

\_\_\_ contact hours in Fall 20\_\_ ; \_\_\_ contact hours in Spring 20\_\_ .

(The faculty member may request six contact hours in either the Fall semester or the following Spring semester or may request a three-contact-hour release in each of those semesters. The scheduling option is subject to the approval of the department chair.)

OR

I request the following modification and understand that my request is subject to approval and will require a written agreement:

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(Contact HR to facilitate this process.)

I understand that the following conditions apply to this leave:

- The period of the leave counts as service for purposes of tenure, a Certificate of Continuous Employment, a Certificate of Continual Administrative Services (“13.3b”), and the five-year limit on Instructor service, *unless* the employee submits an irrevocable written election to his/her Chair/unit head and the HR Director, within 90 days following the birth or placement for adoption, to have the period of leave serve as a bridge. (Contact HR for the applicable form and to determine eligibility, in accordance with section 5 of the Policy.)
- The period of the leave runs concurrently with Family and Medical Leave Act (“FMLA”) leave, to the extent that such leave is available to the employee. The application for paid parental leave, accordingly, serves simultaneously as an application for FMLA leave.

- For members of the teaching faculty: If the faculty member's leave expires mid-semester, he/she may return either to teach or to administrative duties for the balance of the semester, at the discretion of, and as assigned by, the department chair after consultation with the employee. (Note: Faculty members are encouraged to discuss scheduling issues with their department chairs in advance of the anticipated leave.)

I understand that I will be required to submit proof of my child's birth or proof of the formal placement with me of a child for adoption and proof of said child's age.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART II

(To be completed by the department chair or unit head)

I have been informed of the anticipated leave and/or released time.

I approve the scheduling of six contact hours of released time in lieu of paid parental leave under subsection 3.b. as follows: \_\_\_\_\_ contact hours in Fall 20\_\_; \_\_\_\_\_ contact hours in Spring 20\_\_; or,  none requested.

I  approve  do not approve of the modification requested above;

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Chair/Unit Head)

### PART III

(To be completed by Human Resources)

Applicant meets one-year service requirement: \_\_\_\_\_  
(Enter start date of applicant's full-time CUNY employment)

Proof of Birth/Placement for Adoption: \_\_\_\_\_  
(Specify documentation submitted)

Age of child placed for adoption: \_\_\_\_\_

Period of Temporary Disability Leave (for birth mother): From \_\_\_\_\_ To \_\_\_\_\_; or  
 N/A

Period of Paid Parental Leave: From \_\_\_\_\_ To \_\_\_\_\_

Period of FMLA Leave (concurrent with above two periods, to the extent available): From \_\_\_\_\_ To \_\_\_\_\_; or  
 None Available to Applicant

Released Time Provided in lieu of Paid Parental Leave under paragraph 3 (if any):

Fall 20\_\_ Semester: contact hours \_\_\_\_\_  
Spring 20\_\_ Semester: contact hours \_\_\_\_\_



Description of modification approved (if any), pending written agreement:

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APPLICATION APPROVED:

NOT APPROVED:

- Ineligible
- Inadequate/Incomplete Documentation
- Requested Modification Denied

Signature: \_\_\_\_\_  
(Human Resources Director)

Date: \_\_\_\_\_

September 18, 2020