

Parental Leaves

There are different leave types, based on union affiliation, available to eligible employees upon becoming biological, adoptive, or foster parents.

Leave Type	Family/Medical Leave (FMLA)- All unions	Child Care Leave All Unions	Paid Parental Leave (PPL) All unions	Paid Family Leave (PFL) MC and UUP ONLY
Overview	Provides up to 12 weeks of unpaid job-protected leave per calendar year.	Provides up to seven months of unpaid job protective leave.	Provides up to 12 weeks of paid leave.	Provides up to 12 weeks of job protected paid leave at 67% of average weekly wage, capped at NYS average wage, determined annually.
Eligibility Criteria	A minimum of 1,250 worked hours within the 12 months preceding the leave. A minimum of 12 months of service.	No minimum service or hours worked requirements	A minimum of six months of service and must work at least 50% of a full schedule (.5FTE or greater) for CSEA, PEF and UUP; MC employees are eligible beginning date of hire.	Work more than 20 hours week, eligible after 26 weeks of employment; work less than 20 hours per week, eligible after 175 days of employment
Time Off Benefits	Barring medical complications or restrictions, birthing parent may use up to 4 weeks of sick time prior to the anticipated due date and 6 weeks postpartum for a natural delivery, and 8 weeks for a C-Section. Adoptive parents, foster parents and parents, other than the birthing parent, may use family sick time in accordance with union contracts up to 30 days corresponding with birthing parent disability period. Annual and holiday accruals may be used at the employee's request.	As outlined under FMLA for those who are FMLA eligible. Those who are not eligible for FMLA may use annual or holiday accruals.	As outlined under FMLA for those who are FMLA eligible AND who chose to delay the start of PPL until sick and/or family sick leave accruals are exhausted. May use annual leave and/or holiday leave before or after exhausting PPL.	May not be used in conjunction with any other paid leave, including using accruals or Paid Parental Leave.

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Health Insurance	While employees are using accruals, the employee portion of the premium will be deducted from the employee's paycheck. If accruals are exhausted, employees will be billed by Civil Service for their portion of the premium.	If using accruals, the employee portion of the premium will be deducted from the employee's paycheck; if on a leave without pay, the employee will be billed by Civil Service for the full premium (Employee + Employer costs)	Health insurance premiums will be deducted from your paycheck	While using PFL, employees will be billed by Civil Service for the employee portion of the premium.
Application Process	Complete FMLA forms which include the Certificate of Healthcare Provider and Leave Request form; should be submitted to HR 1 month prior to due date.	Advise your Leaves Specialist.	Complete the Leave Request form	Complete the PFL Bonding Packet and submit to HR to complete employer portion no more than 30 days prior to the start of the use of PFL
Leave start and end dates	Birthing parent starts leave no later than the date of birth. All other parents may use FMLA anytime within the first 12 months of the date of birth, adoption or foster care placement. Intermittent or Reduced work schedules under FMLA may apply; please contact your Leaves Specialist for guidance	Starts on from date of birth; ends on or before 7 months from this date. In cases of adoption, leave may be used from the date the child is placed with the family.	Starts no earlier than the date of birth, adoption or foster care placement. Ends on or before 7 months following this same date.	Starts no earlier than the date of birth, adoption or foster care placement. Ends on or before 12 months following this same date. Can be taken continuously or intermittently
Leave coordination	Runs concurrently with Child Care Leave, PPL and PFL, when applicable.	May only be taken as continuous leave. Runs concurrently with FMLA, PPL and PFL, when applicable.	May only be taken as continuous leave. Runs concurrently with FMLA and Child Care Leave, when applicable.	Runs concurrently with FMLA and Child Care leave when applicable.
Documentation Needed	Proof of Date of Birth, adoption documents, verification of custody for foster care	Proof of Date of Birth, adoption documents, verification of custody for foster care	Proof of Date of Birth, adoption documents, verification of custody for foster care	Proof of Date of Birth, adoption documents, verification of custody for foster care

Additional Information:

- Leaves Department of Human Resources can be reached at 631-216-8185; fax number 631-759-9203; email Leaves@stonybrookmedicine.edu
- Timekeeping will manage your timesheet while you are out on a continuous leave. If you have questions about your accruals, please contact Timekeeping at 444-4370; fax number 631-444-5822; email Time_keeping@stonybrookmedicine.edu
- If you are adding the baby to your health insurance please complete the PS 404 form <https://www.cs.ny.gov/forms/ps404.pdf> and submit it to our benefits office **no later than 30 days from the birth**. Please include birth confirmation from the hospital which must include the baby's name, date of birth and parents' names. The confirmation will suffice as proof until you get the baby's birth certificate. If you would like to discontinue your benefits while on leave, please contact our Benefits Office for information. Benefits Office phone number 631-444-4754; fax number 631-759-9204; email Benefits@stonybrookmedicine.edu.