



Policy Title	New Parent Leave
Effective Date	May 7, 2026
Supersedes	Policy dated March 3, 2025
Approval	 Matthew A. Brown State Personnel Director
References	Executive Order 17-31 Executive Order 25-34 31 IAC 5-1-1 31 IAC 5-8-6 Family-Medical Leave Policy

PURPOSE

The purpose of this policy is to provide paid leave to employees so they can spend time caring for their newborn or child placed for adoption or foster care.

SCOPE

This policy applies to full- and part-time employees in agencies under the authority of the Governor and Lieutenant Governor:

- 1) Upon the birth of the employee's child.
- 2) Upon the birth of a child to the employee's spouse.
- 3) Upon placement of a child for adoption with the employee.
- 4) Upon placement of a child for foster care with the employee.

POLICY STATEMENT

It is the policy of the State of Indiana that the addition of a child to a family by birth, adoption, or foster care is an important event where the family benefits from time spent together without concern for loss of employment or wages.

To facilitate opportunities for such family time, full-time eligible employees may request and receive up to 150 hours of paid leave upon the birth of their child or upon placement of a child with the employee for adoption or foster care. Part-time eligible employees may request up to 75 hours of paid leave.

Paid leave is available as follows:

- New parent leave may only be granted if the employee has actual parental obligations or responsibilities for the child. New parent leave may be used only when the employee is spending time with the child or attending legal, educational, or healthcare appointments on behalf of the child.

- A multiple birth or the placement of more than one child (such as a set of siblings) is considered a single event and provides a maximum of 150 hours for full-time or 75 hours for part-time employees;
- Repeated foster placements of the same child(ren) do not constitute a new event;
- Adoption of child(ren) previously fostered does not trigger a new leave event. That is, new parent leave is available either at the time of foster care placement or at time of adoption, but not both;
- Adoption of step-children by a step-parent does not constitute an event for purposes of new parent leave;
- During a single calendar year a full-time employee may not take more than 150 hours of new parent leave, regardless of the number of births or placements occurring in that calendar year. The limit is 75 hours per calendar year for part-time employees.
- For any single Event, a full-time employee may not take more than 150 hours of new parent leave even if the 6-month period crosses into a new calendar year. A part-time employee may not take more than 75 hours for a single Event, even if the 6-month period crosses into a new calendar year. If the full allotment is not taken within 6 months of the Event, none of those hours can be used for that child; however, those remaining hours become available if the employee has another qualifying Event during that calendar year and submits a NPL request and documentation.
- The determination of full-time or part-time status is made at the time of the request and is not altered for the duration of leave for that Event.
- Any new parent leave not taken prior to notice of separation from employment in state service is forfeited.

This leave runs concurrently with family-medical leave (FML) for eligible employees who are charged FML for absences due to childbirth or parenting. Employees may choose to use available new parent, vacation, or personal leave if they want to receive compensation during the FML absence.

DEFINITIONS

Child means an infant newly born to the employee or employee's spouse or a minor child placed for adoption or foster care with the employee.

Event means the birth or placement of one or more children as a result of the same pregnancy or placement action.

Placement for adoption means the order

- 1) granting custody pending adoption; or
- 2) issuing a domestic or international decree or certificate of adoption, whichever occurs first.

Placement for foster care means the order or notice issued by a state agency or court identifying the employee as the responsible person designated to take custody of the child(ren) named in the document to provide foster care as of a specific date.

Spouse means a legally married husband or wife.

RESPONSIBILITIES

Employees are responsible for:

- notifying their supervisor and HR representative that a birth or placement for adoption or foster care is anticipated and an estimated time frame;

- applying for NPL;
- applying for FML, if eligible;
- submitting supporting documentation, such as a birth announcement/confirmation from a doctor/hospital/governmental entity or document placing the child with employee for adoption or foster care (as described in the definitions of placement); and
- designating absences on their timesheet as NPL, tracking usage of NPL, and not using more NPL than is authorized.

Supervisors are responsible for:

- ensuring all applicable leaves are properly entered on the employee's timesheet before approving it;
- tracking employee's use of NPL to ensure only the authorized amount is used; and
- ensuring agency operational needs are met during the employee's absence(s) by proper planning, cross-training, and related management techniques.

Payroll staff are responsible for:

- tracking the number of hours of NPL used by agency employees in each biweekly pay cycle and providing reports to an HR representative so individual usage can be monitored; and
- removing access to NPL once the leave has been exhausted or six months has passed from the date the child was born or placed for adoption or foster care with the employee.

PROCEDURES

NPL may be used intermittently in increments not less than 15 minutes.

Employees shall enter initial requests for NPL into the designated PeopleSoft/Self Service module. Workflow notices will be issued to the employee, supervisor, HR, and payroll staff.

FORMS & RESOURCES

[PeopleSoft Login](#)

[Quick Step Guide](#)

[New Parent Leave Attendance Tracking Sheet for Full-time Employees](#)

[New Parent Leave Attendance Tracking Sheet for Part-time Employees](#)

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