




Policy Title	New Parent Leave
	January 1, 2018
Supersedes	Original
Approval	 State Personnel Director
References	EO 17-31 Family-Medical Leave Policy 31 IAC 5-1-1

PURPOSE

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

SCOPE

This policy applies to full- and part-time employees who have been employed six consecutive months or more in permanent positions in state service:

- 1) Upon the birth of the employee's child on or after January 1, 2018.
- 2) Upon the birth of a child to the employee's spouse on or after January 1, 2018.
- 3) Upon placement of a child for adoption with the employee on or after January 1, 2018.

POLICY STATEMENT

It is the policy of the State of Indiana that the birth or adoption of a child 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. Part-time eligible employees may request up to 75 hours of paid leave.

Any new parent leave not taken:

- (1) within six months after the birth or placement for adoption; or
- (2) prior to 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. After required use of available sick leave (or earned compensatory time for overtime-eligible employees), 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 with the employee.

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 adoption does not include time spent fostering a child prior to the issuance of a decree of adoption nor the adoption of step-children by a step-parent.

Spouse means a legally married husband or wife.

RESPONSIBILITIES

Employees are responsible for:

- notifying supervisor and HR representative that a birth or placement for adoption 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 (as described in the definition of placement for adoption); and
- designating absences on the timesheet as NPL, tracking usage of NPL, and not using more NPL than is authorized.

Supervisors are responsible for:

- ensuring that 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 that work is completed during the employee's absence(s) by proper planning, cross-training, and related management techniques.

Payroll staff are responsible for:

- tracking number of hours of NPL used by agency employees in each biweekly pay cycle and providing reports to 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 with the employee for adoption.

PROCEDURES

NPL may be used intermittently in increments not less than one full day. Employees must provide notice no later than the workday prior to anticipated leave.

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

For additional information and forms, click [here](#).