

New Parent Leave Frequently Asked Questions

The State of Indiana, as an employer, is dedicated to facilitating opportunities for family time, which in turn improves quality of life in the state by strengthening families and communities.

Benefits also include better infant health and development and increased retention and attraction of the best individuals to serve Hoosiers through improved government service.

1. What is New Parent Leave (NPL)?

NPL is a paid leave available to eligible employees upon the birth or placement of a child for adoption.

2. Who is eligible?

Employees with 6 consecutive (without a break in service) months or more employment in state service

- Upon birth of employee's child.
- Upon birth of a child to employee's spouse.
- Upon placement of a child with employee for adoption.

3. How much paid leave is available?

- Up to 150 hours of NPL is available for full-time employees in permanent positions.
- Up to 75 hours of NPL is available for part-time employees in permanent positions.

4. In what increments can the leave be taken?

NPL may be used intermittently in increments not less than one full work day/shift. Employees should request NPL in advance of the birth or placement so eligibility can be determined and plans can be made for covering operational needs during the absence. Approval cannot be issued until documentation of the birth or placement has been submitted.

5. Can I call off work the day of my shift using NPL?

No, NPL is not available on a call-in basis. NPL is a scheduled leave requiring **advance notice**; and must be used in **full-day increments** that cover the employee's entire work day/shift.

6. Is more leave available if there is a multiple birth or more than one child is placed for adoption?

No, the birth of twins or other multiples will be considered one event for purposes of NPL, as will the placement of two or more children together. Birth and/or placement for adoption of two or more children within the same 6-month period will trigger separate NPL accounts if the incidents are not part of the same pregnancy or placement procedure.

7. How long do I have to use NPL?

NPL ends at the earlier of:

- Use of the full allotment (150 hours for full-time employees; 75 hours for part-time employees); or
- Expiration of the 180 day period after the child is born or placed for adoption, whether or not you have used all allotted hours.

- Termination of your parental rights.

NPL not used within the time frame or upon separation from state service is forfeited.

8. What documentation must I submit to support my request for NPL?

A birth announcement/confirmation from the doctor/hospital/governmental entity or order granting custody pending adoption or issuing a domestic or international decree or certificate of adoption. The documentation must contain the date of the birth or placement and the names of the child and employee(s) seeking leave.

9. What is the process for requesting NPL?

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

10. How do I enter this leave on my timesheet?

Time reporters in PeopleSoft/Time and Labor (PS/T&L) module shall use the Time Reporting Code "NPL-New Parent Leave." If FML is approved, on the same line, scroll to the right and select the appropriate FML Request ID. Employees using other time reporting/attendance systems shall use a similar phrase, if available, or write "New Parent Leave" in the comments section of the attendance report.

11. Can my request be denied?

Requests for new parent leave shall be granted once the application has been reviewed and an approval issued that the employee meets the eligibility criteria for the leave.

12. Does NPL run concurrently with Family-Medical Leave (FML)?

Yes, for those employees who are eligible for FML and using it for the purposes of childbirth or parenting a newborn or a child placed for adoption with employee. Requirements of the FML policy to exhaust sick leave first when the absence is for a serious health condition still apply.

13. I'm not eligible for FML, can I use NPL?

Yes, the eligibility requirements are different, so employees may be eligible for NPL even if they are not eligible for FML.

14. My child was born/placed for adoption before I completed six consecutive months of employment in state service, can I take NPL when I reach that 6-month date?

No, this leave is available only for employees whose children are born/placed for adoption after the employee has been employed six consecutive months.

15. I am adopting the child(ren) of my spouse (my stepchildren), can I use NPL?

No, NPL is for bonding with children who are newly-placed for adoption, it is not available for a formal adoption of stepchildren who have been part of the spouse's family.

16. Does NPL apply to foster parents?

No, NPL is available upon placement for adoption, but not placement for foster care. FMLA leave may be available for persons serving as foster parents or "*in loco parentis*" for a child.

17. What is the definition of placement of a child with an employee for adoption?

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.

18. If my spouse and I both work for state agencies and are eligible for FML, will our FML for parenting be combined into one 12-week allotment?

- No, each parent who is eligible for FML may take their full 12-week allotment for childbirth and parenting if they choose to do so.
- The requirement that spouses combine their FML when used for parenting in a foster care placement remains in effect.

19. If my parental rights are terminated or I serve as a surrogate can I still use NPL?

NPL is for spending time with your newborn, so NPL cannot be used beyond the time you are physically with the child and have parental rights for that child. Eligible employees may request FML for absences related to their pregnancy, childbirth and recovery therefrom.