

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #24-02

2800 Automated Position-Personnel System

April 2024

TO: Department and Agency Directors, Human Resources and Affirmative Action Officers

FROM: Jessica Rowe, Deputy Commissioner of Merit System Operations

SUBJECT: Paid Parental Leave for Rent Regulation Services Unit Employees (RRSU)

DATE: April 30, 2024

The purpose of this advisory memorandum is to inform agencies on the implementation of Paid Parental Leave for RRSU represented employees.

Employees in the RRSU Bargaining Unit 67 will be eligible for Paid Parental Leave retroactively to September 1, 2023:

The Department of Civil Service has created a new NYSTEP Action/Reason code to be used to identify employees who have received approval to use Paid Parental Leave. This Action/Reason code is effective for use on or after September 1, 2023:

- PLA/PPF: Paid Leave of Absence/Paid Parental Full (New NYSTEP Code)
- IAG/RLV: Within Agency/Reinstate from Encumbering Leave

Agencies must allow retroactive use of Paid Parental Leave and reconstruct an employee's time and payroll records, as appropriate. The maximum duration of Paid Parental Leave is 12 weeks. Paid Parental Leave cannot be extended beyond the 12 weeks and an employee can only go out on Paid Parental Leave once in a 12 month period.

Complete details on Paid Parental Leave for RRSU employees is available in Attendance and Leave [Policy Bulletin 2024-01](#).

It should be noted that all employees eligible for PLA/PPF (i.e., DC-37, CSEA, PEF and M/C employees) must meet certain eligibility criteria. Agencies should ensure that all employees meet the appropriate service requirements for their bargaining unit prior to submitting a PLA/PPF transaction. Please note in the comments if an employee is hourly or part-time and what percentage the employee is normally scheduled to work.

Please ensure distribution of this memorandum to appropriate Human Resources Personnel.

Any questions about Paid Parental Leave should be referred to the Attendance and Leave Unit of the Department of Civil Service at (518) 457-2295.