

Parental Leave FAQ's

1. Who is eligible for this new benefit?

- a. All Full-Time employees who have been employed with the County for at least six (6) months.

2. Will I have to use my accruals?

- a. No

3. How much will I be paid while on leave?

- a. You will receive your full salary. This does not include "out of title" pay or "on call pay," since those pays are related to work completed.

4. Do I have to use FMLA?

- a. Yes, if you are eligible

5. Do I have to contribute to be able to use this benefit?

- a. No, unlike NYS Paid Family Leave, we do not require any contributions from employees.

6. Do I need to provide proof?

- a. Yes, a copy of the birth certificate naming the employee.
- b. If one cannot be provided the County may ask for reimbursement.

7. How much time am I eligible for?

- a. Each eligible employee is able to take twelve (12) consecutive weeks immediately following the birth or adoption of a child.

8. My child was born before this program went into place, am I able to now use this benefit for them?

- a. This program went into effect February 20th, 2025.

9. Both my spouse and I work for the County, can we both use this program?

- a. Yes, but both parents have to take the twelve (12) weeks at the same time.

10. Do I have to notify my department?

- a. Yes, like FMLA, you will have to give your department notice so they can prepare accordingly. A two (2) month notice would be sufficient.
- b. It is your responsibility to notify your department upon birth/adoption. Any accruals used if you did not notify your department will be used as part of the 12 weeks and will not be reimbursed.

11. What if I have/adopt a second child in the same year, can I take leave twice?

- a. No, employees can only utilize the twelve (12) weeks of leave once during a twelve (12) month period.

12. Will I still be able to take overtime or be used for on-call?

- a. No, this time is specifically so you can bond with your child.

13. What code do I use in payroll?

- a. PLWP (Parental Leave With Pay) for the 12 weeks, then after MLWP/MLWOP

14. Who can I reach out to if I have questions?

- a. The County Benefits Administrator @3545