



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

1/7/16

MAYOR'S PERSONNEL ORDER NO. 2016/1

TO THE HEADS OF ALL AFFECTED CITY DEPARTMENTS AND AGENCIES

SUBJECT: Paid Parental Leave for Managerial and Original Jurisdiction Employees,
effective December 22, 2015 and other Modifications

Pursuant to the powers vested in the Mayor by law, the paid parental leave provided herein is hereby ordered for managerial and original jurisdiction employees and that leave shall be adjusted as provided herein:

I. Paid Parental Leave Effective December 22, 2015

- A. Effective December 22, 2015, employees in eligible titles who are in active status shall, in addition to all other leave benefits currently received, receive up to thirty work days paid parental leave once per rolling twelve month period at 100% of regular salary. Parental leave is defined as leave for the birth of a child to an eligible employee (biological parent), adoption, or foster care ("qualifying event") and excludes other types of family leave.
- B. If a qualifying event occurred between November 9, 2015 and December 21, 2015 (inclusive), during the 60 work days immediately following the qualifying event, eligible employees are entitled to use thirty work days of paid parental leave minus the number of work days from the qualifying event to December 22, 2015.
- C. The start date of an eligible employee's use of paid parental leave is at her/his option, as long as no more than thirty workdays are used and the period of usage extends no longer than 60 workdays after the first day of usage. This leave can be used intermittently, but still must not extend beyond 60 workdays after the first usage. In no event may paid parental leave be used later than 120 workdays after the qualifying event.

- D. Eligible employees may only use paid parental leave once per rolling twelve month period, which is the twelve month period measured backward from the date the employee begins using paid parental leave.
- E. If the child subject of a qualifying event is parented by, adopted by, or placed in foster care with two eligible employees, each such eligible employee is entitled to paid parental leave.
- F. An eligible employee who seeks to use paid parental leave must agree in writing to return to work for six months at the end of the period of paid parental leave or any period of approved paid or unpaid child care or other leave that continues after the paid parental leave.
- G. An employee may use paid parental leave without using accrued sick or annual leave. An employee will accrue annual and sick leave during the paid parental leave period in accordance with the applicable leave regulations, provided, however, that the employee will not be credited with the annual and sick leave time accrued while on paid parental leave until the employee returns from paid parental leave or such other approved leave as shall continue after paid parental leave.
- H. All paid parental leave shall run concurrently with leave provided pursuant to the Family and Medical Leave Act (“FMLA” (if the employee is eligible for “FMLA” leave)).

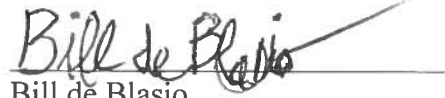
II. Modification of MPO No. 2015/1 and 2015/2

The 0.47% wage increase effective July 1, 2017 for employees covered by the Pay Plan for Management Employees, pursuant to MPO No. 2015/1 and 2015/2, shall be eliminated.

III. Modification of Time and Leave

Effective December 22, 2015 the annual leave schedule for titles covered by this Order shall be modified to eliminate the annual accrual of the 26th and 27th annual leave days. The maximum annual accrual for current incumbents and future new hires in titles covered by this Order shall be 25 days of annual leave.

All officers or employees of the City who have any jurisdiction over the matters provided in this Order are hereby directed, pursuant to the powers vested in them, to take the steps necessary to effectuate the provisions of this Order.

A handwritten signature in black ink, reading "Bill de Blasio", written over a horizontal line. The signature is stylized and includes a long, sweeping stroke that extends to the right.

Bill de Blasio

Mayor