

PTO Parental Administration Examples

The following are examples of options employees may choose to coordinate their leave and income replacement options while using PTO Parental. There may be additional ways for employees to coordinate their time away from work during leave to bond with a child, as outlined in the [Leave and Income Replacement Sources & Options](#) chart. Please refer to the [Leave Administration Handbook](#) for information regarding Child Care Leave, FMLA, Short-Term Disability, and NYS Paid Family Leave.

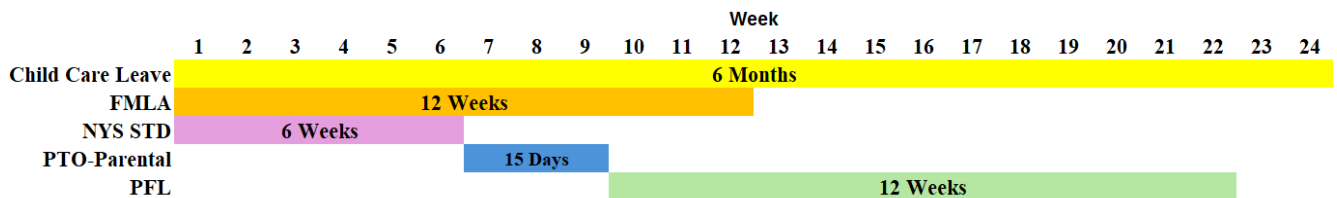
Example 1 (Hire Date before January 1, 2024):

Jan has worked with the RF for five consecutive years at 100% FTE, as an exempt regular employee. She notifies her HR department that she anticipates delivering in July 2024. She anticipates returning to work after the full six months of Child Care Leave. It has been determined that Jan has:

- 12 weeks FMLA
- 12 weeks of Paid Family Leave
- 15 days Accrued PTO-Parental
- 6 months of Child Care Leave

Jan wants to receive income during her approved period of Short-Disability, then use PTO-Parental, then Paid Family Leave, and then go unpaid through the end of her Child Care Leave. Her leave and income benefits could coordinate as follows:

Approval	Approved Period
Child Care Leave	Weeks 1 through 24 (6 Months)
FMLA	Weeks 1 through 12 (12 weeks)
Short Term Disability	Weeks 1 through 6
Parental PTO	Weeks 7 through 9 (15 days over the span of 3 weeks)
Paid Family Leave	Weeks 10 through 22 (12 weeks)



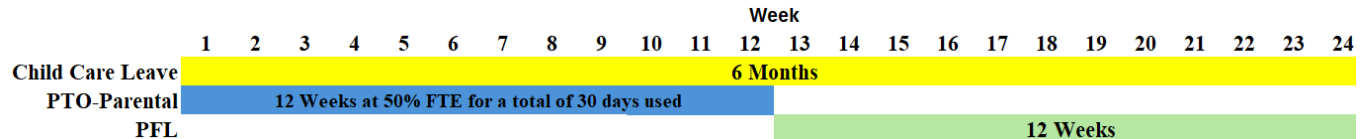
Example 2 (Hire date after January 1, 2024):

David was hired after January 1, 2024. After working with the RF for ten consecutive years, at 50% FTE, as an exempt regular employee. David notifies his HR department that he anticipates adopting a child in mid-January 2034. He anticipates returning to work after the full six months of Child Care Leave. It has been determined that David has:

- 12 weeks of Paid Family Leave
- 60 full days accrued PTO-Parental
- 6 months of Child Care Leave

David wants to use his Parental PTO first and then finish his leave using PFL. His leave and income replacement benefits could coordinate as follows:

Approval	Approved Period
Child Care Leave	Weeks 1 through 24 (6 Months)
Parental PTO	Weeks 1 through 12 (60 .5 FTE days over the span of 12 weeks for a total of 30 full days)
Paid Family Leave	Weeks 13 through 24 (12 weeks)



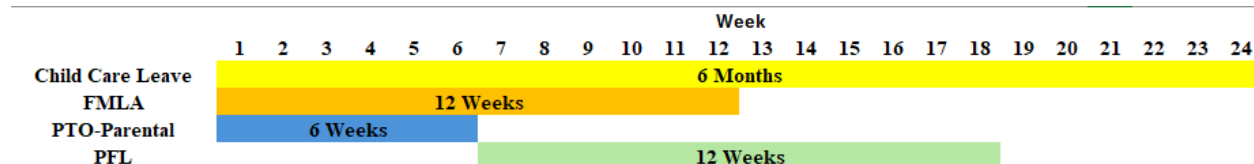
Example 3: (Hire date after January 1, 2024):

Taylor was hired at the RF after January 1, 2024. After working with the RF for 5 consecutive years, at 100% FTE, as an exempt, regular employee, Taylor notifies his HR Department that he anticipates taking leave after the birth of his second child in December 2030. Last year, Taylor exhausted his Parental PTO due to the birth of his first child, the previous December. He has enough vacation accruals to charge his accruals at 100% FTE, from the first day of PFL, and receive reimbursement from the carrier.

Should he choose to use his Parental PTO first, he could have:

- 12 weeks FMLA
- 12 weeks Paid Family Leave
- 30 days Parental PTO
- 6 months Child Care Leave

Approval	Approved Period
Child Care Leave	Weeks 1 through 24 (6 Months)
FMLA	Weeks 1 through 12 (12 weeks)
Parental PTO	Weeks 1 through 6 (30 days)
Paid Family Leave	Weeks 7 through 22 (12 weeks)



Should he choose to use his Paid Family Leave first, he could have:

- 12 weeks FMLA
- 12 weeks Paid Family Leave

- 36.92 days Parental PTO (accrued an additional 6.92 days during PFL while using vacation accruals at 100% FTE)
- 6 months Child Care Leave

Approval	Approved Period
Child Care Leave	Weeks 1 through 24 (6 Months)
FMLA	Weeks 1 through 12 (12 weeks)
Paid Family Leave	Weeks 1 through 12 (12 weeks)
Parental PTO	Weeks 13 through 20 + 2 days (37 days)

