




Policy Title	New Parent Leave
Effective Date	March 3, 2025
Supersedes	Policy dated January 1, 2018
Approval	 Matthew A. Brown State Personnel Director
References	Executive Order 17-31 Executive Order 25-34 31 IAC 5-1-1 31 IAC 5-8-6 Family-Medical Leave Policy

PURPOSE

The purpose of this policy is to provide paid leave to employees, so they can spend time bonding with their newborn or child placed for adoption.

SCOPE

This policy applies to full- and part-time employees in agencies under the authority of the Governor and Lieutenant Governor:

- 1) Upon the birth of the employee's child.
- 2) Upon the birth of a child, the employee's spouse.
- 3) Upon placement of a child for adoption with the employee.

POLICY STATEMENT

It is the policy of the State of Indiana that the birth or adoption of a child is an important event where the family benefits from time spent together without concern for loss of employment or wages.

To facilitate opportunities for such family time, full-time eligible employees may request and receive up to 150 hours of paid leave upon the birth of their child or upon placement of a child with the employee for adoption. Part-time eligible employees may request up to 75 hours of paid leave.

Any new parent leave not taken:

- (1) within six months after the birth or placement for adoption; or
- (2) prior to separation from employment in state service

is forfeited.

This leave runs concurrently with family-medical leave (FML) for eligible employees who are charged FML for absences due to childbirth or parenting. Employees may choose to use available new parent, vacation, or personal leave if they want to receive compensation during the FML absence.

DEFINITIONS

Child means an infant newly born to the employee or employee's spouse or a minor child placed for adoption with the employee.

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.

Spouse means a legally married husband or wife.

6-months is calculated as 183 calendar days after the actual date of birth or placement for adoption.

RESPONSIBILITIES

Employees are responsible for:

- notifying their supervisor and HR representative that a birth or placement for adoption is anticipated and an estimated time frame;
- applying for NPL;
- applying for FML, if eligible;
- submitting supporting documentation, such as a birth announcement/confirmation from a doctor/hospital/governmental entity or document placing the child with employee for adoption (as described in the definition of placement for adoption); and
- designating absences on their timesheet as NPL, tracking usage of NPL, and not using more NPL than is authorized.

Supervisors are responsible for:

- ensuring all applicable leaves are properly entered on the employee's timesheet before approving it;
- tracking employee's use of NPL to ensure only the authorized amount is used; and
- ensuring agency operational needs are met during the employee's absence(s) by proper planning, cross-training, and related management techniques.

Payroll staff are responsible for:

- tracking the number of hours of NPL used by agency employees in each biweekly pay cycle and providing reports to an HR representative so individual usage can be monitored; and
- removing access to NPL once the leave has been exhausted or six months has passed from the date the child was born or placed for adoption with the employee.

PROCEDURES

NPL may be used intermittently in increments not less than one full day. Employees must provide notice no later than the workday prior to anticipated leave.

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



FORMS & RESOURCES

[PeopleSoft Login](#): *Self Service > Leave of Absence > New Parent Leave Request*

[Quick Step Guide](#)

[New Parent Leave Attendance Tracking Sheet for Full-time Employees](#)

[New Parent Leave Attendance Tracking Sheet for Part-time Employees](#)

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