POST ON ALL BULLETIN BOARDS

NEW YORK CITY TRANSIT
DEPARTMENT OF SUBWAYS
OFFICE OF THE SENIOR VICE PRESIDENT

DATE: **October 27, 2023**

TO: **All Subways Employees**

FROM: **William Amarosa, Vice President & Chief Officer, Operations Support**

SUBJECT: **SUBWAYS BULLETIN 23-34,**
TWU LOCAL 100 - MATERNITY/PATERNITY LEAVE BENEFIT

Effective July 19, 2023, employees who are members of TWU, Local 100 are now entitled to a four-week paid Maternity/Paternity Leave benefit. In addition to Maternity/Paternity Leave, birth mothers are entitled to company-paid Recovery Leave for the first 8 weeks following the birth of the child(ren), which shall occur prior to Maternity/Paternity Leave.

- Four (4) weeks paid Maternity/Paternity Leave benefit is only effective for births or adoptions that occur on or after July 19, 2023.
- Eight (8) weeks company-paid Recovery Leave for birth mothers is only effective for births that occur on or after July 19, 2023.
- Maternity/Paternity Leave is effective upon the birth or adoption of a child.
- Employees are entitled to four (4) weeks fully paid Maternity/Paternity Leave.
- Maternity/Paternity Leave is treated as a 20-day continuous paid absence immediately following the birth or adoption of a child.
- Both parents, if they are TWU Local 100 members, are entitled to this leave.
- Employees are required to give proper notice, in person or by telephone, to their respective crew reporting center, assignment, control desk, car and time desk of their intention to be absent from work due to Maternity/Paternity Leave.

Employees are required to complete the attached ***Application of Leave*** and submit with appropriate documentation to:

Email: SubwaysMAPA@nyct.com
Phone: (718) 694-3043
Inter-Office/USPS Mail: Cheang Taking, 130 Livingston Street, 6th Floor, Brooklyn NY 11201

The ***Application of Leave*** form must be submitted with the initial documents* (i.e., discharge papers/letter from hospital) no later than three (3) days after the absence start date. Final documentation (i.e., Birth Certificate) must be submitted no later than thirty (30) working days after the employee returns from Maternity/Paternity Leave.

Attachment

cc:

D. Crichlow	S. Ko	R. Moakler	R. Davis (TWU)
M. Lali	K. Coughlin	T. Doddo	M. Carrube (SSSA)
J. Compton	H. Lambert	L. Montanti	P. Valenti (TSO)
D. Soliman	D. Gallo	C. Hamann	M. Bucceri (UTLO)
S. Carson	S. Hutson	T. Mulligan	

MTA New York City Transit

Manhattan & Bronx Surface Transit Operating Authority

REQUEST FOR LEAVE OF ABSENCE WITH OR WITHOUT PAY (OTHER THAN SICK LEAVE)

Department Subways Division TY Date TY 20 TY

TY - imie i nazwisko

I _____, hereby request a leave of absence

Print or Type Name – First M I Last

From duty with/without pay in accordance with established procedures (TA Rule no. 170) TY - jesli dotyczy

(Check or Insert Proper Rule No.)

From TY - od kiedy to TY - do kiedy, inclusive, being

TY - ile dni Days TY - ile godzin hours. Reporting point TY Days off TY

Run or trick No. TY - jesli dotyc Scheduled hours of work TY - jesli dotyc A.M. P.M. TY - jesli dotycz A.M. P.M.

Reason for absence Maternity/Paternity Leave

Employee Signature _____

Light Mai — TY — TY

Title (Print or Type) **Pass or Payroll No.** **Rate of Pay**

Supervisor Signature _____ **Pass Number** TY

Do not write in this space

Original Date of Appointment with NYCTA, MaBSTOA or Predecessor TY - jesli znasz

Absence with Pay During Preceding 12 Months	Days	Hours	Absence With Pay During Preceding 12 Months	Days	Hours
Vacation			Absence Without Leave		
Holiday Allowance			Personal Business		
Injury On Duty			Illness		
Sick Leave					
Other Causes					
Total			Total		

Payroll No. _____

Remarks _____

Recommendation: For _____ Days _____ Hours

Signatures (As per procedure in effect) _____, _____, _____ 20____

Title

_____, _____, _____ 20____

Title

_____, _____, _____ 20____

Title

_____, _____, _____ 20____

Title

Leave of Absence

Approved ☐ Disapproved ☐ _____, _____, _____ 20____

Title

Please submit the following initial documentation with this request as applicable:

Spouse: Marriage Certificate and Discharge Papers or Letter from Physician

Single: Copy of Proof of Paternity document or Hospital Discharge Papers (name of father must be on document)

Mothers: Hospital Discharge documents or document from Midwife or Letter on Physician's Letterhead

FINAL PROOF - A Copy of the newborn's BIRTH CERTIFICATE within 30 Days of Employee's Return to Work