


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	

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

Department _____ Division _____ Date _____ 20____

I _____, hereby request a leave of absence
Print or Type Name – First MI Last

From duty with/without pay in accordance with established procedures (TA Rule no. 170) _____
(Check or Insert Proper Rule No.)

From _____ to _____, inclusive, being
_____ Days _____ hours. Reporting point _____ Days off _____

Run or trick No. _____ Scheduled hours of work _____ A.M. P.M. _____ A.M. P.M.

Reason for absence _____

Employee Signature _____

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

Supervisor Signature _____ Pass Number _____

Do not write in this space

Original Date of Appointment with NYCTA, MaBSTOA or Predecessor _____

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_____
_____	_____	_____ 20_____
_____	_____	_____ 20_____
_____	_____	_____ 20_____

Leave of Absence Approved Disapproved _____

_____ 20_____

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