



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N7: 006-23

PROCEDURE UPDATE: PARENTAL LEAVE UPDATE
Release Date: 3/29/2023 Effective Date: IMMEDIATELY

BLUF: Changes have been made in Navy Standard Integrated Personnel System (NSIPS), release 1.4.27.2 to comply with the new Navy guidelines (Directive-type Memorandum 23-01) expanding the Military Parental Leave Program. NSIPS e-Leave options for parental leave have been updated as described below.

NOTE: Units not upgraded to 1.4.27.2, such as NSIPS AFLOAT, should continue to comply with NAVADMIN 008/23 guidance.

DISCUSSION: Primary Caregiver Leave (PCL), Secondary Caregiver Leave (SCL), and Maternity Convalescent Leave (MCL) have been **removed** from "Type of Leave" in block 12a of the e-leave request and replaced with Parental LV-Long Term Foster, Parental Leave-Adoption, and Parental Leave-Birth.

Parental Leave – Adoption (code AL) is a 12-week (84 day), non-chargeable leave period available to Service members after the adoption of a child or children. This leave may be taken in increments of no less than 7 days and will expire one year after qualifying event, unless otherwise extended. Upon selection of Adoption leave, the minor child date of placement must be entered.

Parental Leave – Birth (code BL) is a 12-week (84 day), non-chargeable leave period granted to all Service members after the birth of a child or children. This leave may be taken in increments of no less than 7 days and will expire one year after qualifying event, unless otherwise extended. Upon selection of Parental Leave - Birth, the child's date of birth must be entered.

Parental LV- Long Term Foster (code LTF) (84 day), non-chargeable leave period that will be granted to all Service members who foster a child or children. This leave may be taken in increments of no less than 7 days and will expire one year after qualifying event, unless otherwise extended. Upon selection of Parental Leave - Long Term Foster, the minor child's date of placement must be entered.

Note: Convalescent Childbirth was added to block 12a for tracking/statistical purposes. It is not part of the Military Parental Leave Program. As this is non-chargeable leave and is recommended in writing by the healthcare provider for medical conditions related to childbirth; Convalescent Childbirth leave must be approved by the unit commander.

POC:
NPPSC N3 GLOBAL OPERATIONS
personnel_nppsc.fct@navy.mil

APPROVED FOR PUBLIC RELEASE: DISTRIBUTION UNLIMITED

BLUF: Changes have been made in NSIPS (Navy Standard Integrated Personnel System) Release 1.4.27.2 to comply with new Navy guidelines (Directive-type Memorandum 23-01) expanding the Military Parental Leave Program.

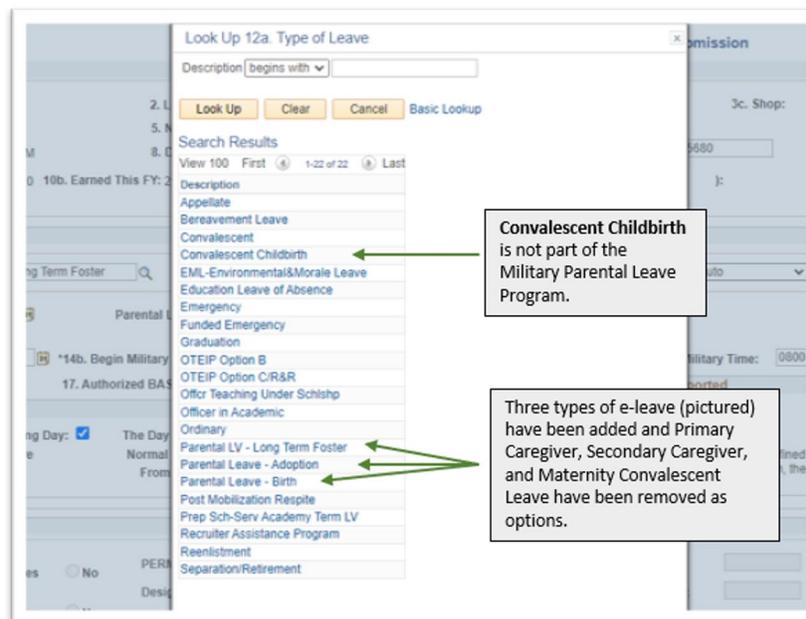
NOTE: Units not upgraded to 1.4.27.2, such as NSIPS Web Afloat, should continue to comply with NAVADMIN 008/23 (Date Time Group 191946Z JAN 23).

Changes to e-Leave

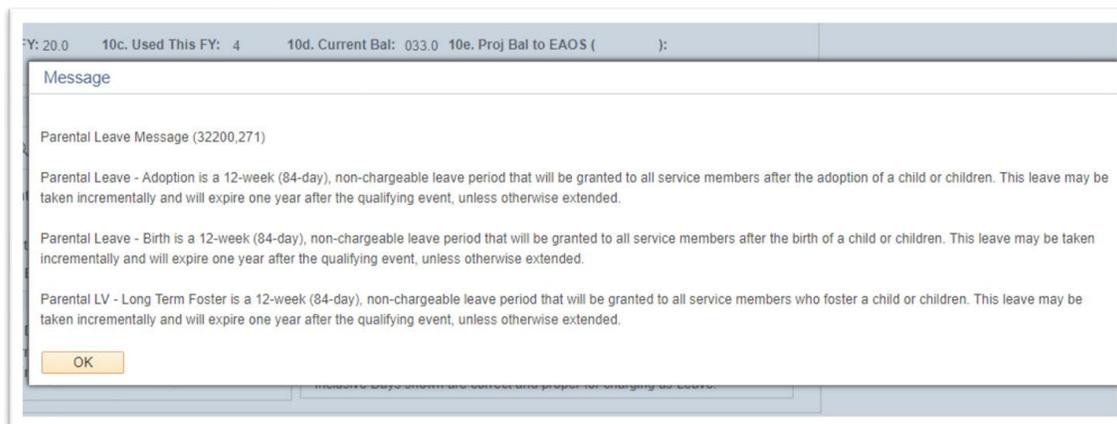
E-Leave has been updated to support Directive-type Memorandum 23-001 – “Expansion of the Military Parental Leave Program”. Those changes are detailed below.

1) Primary Caregiver Leave, Secondary Caregiver Leave, and Maternity Convalescent Leave have been removed from Type of Leave in block 12a of the e-Leave Request. Parental LV-Long Term Foster, Parental Leave-Adoption and Parental Leave-Birth were added. Due to space limitations, Long Term Foster Care was shortened to Long Term Foster. Please see the example below.

NOTE: Convalescent Childbirth was added to block 12a for tracking/statistical purposes. It is not part of the Military Parental Leave Program. Convalescent Childbirth is a period of non-chargeable leave recommended in writing by the health care provider for a diagnosed medical condition related to the birth of a child; it must be approved by the unit commander.



2) If any of the three parental leaves are selected, the following message will display on the screen. Click the OK button to continue.



3) When leave is for Parental Leave-Birth, the Child Date of Birth field, which is located under block 12a of the e-Leave Request, must be entered.

e-Leave Request Request Status:

Member's Information

1. Date of Request: 02/03/2023 2. Leave Control Number: 3a. Dept: 3b. Division: 3c. Shop:
 4. SSN: XXX-XX-XXXX 5. Name: 6. Rank/Rate: SA
 7. Ship/Station: USNA NAPS STU *9. Duty Phone:
 As of 04/27/22 10a. Bal Last FY: +006.0 10b. 10d. Current Bal: 001.0 10e. Proj Bal to EAOS (07/21/24): 68.0
 11. Leave Sold: 0.0 @us.navy.mil

Leave Request Information

12a. Type of Leave: Parental Leave - Birth 12b. Pre-Stage Leave: *13. Primary Travel Mode:
 Child Date of Birth: Parental Leave Days Used: 0
 14a. Leave Begin: *14b. Begin Military Time: *15a. Leave Return Date: *15b. Return Military Time:
 16a. Days Requested: 17. Authorized BAS: Meal Pass #: 19. Inclusive Leave Period to be Charged / Reported
 18. Normal Work Schedule
 The Day of Departure is a Normal Working Day: The Day of Return is a Normal Work Day:
 Normal Working Hours Day of Departure From: To: Normal Working Hours Day of Return From: To:
 **In consideration of the Member's completion of a full workday (as defined in MILPERSMAN, NAVPERS 15560) on the days of departure and return, the Inclusive Days shown are correct and proper for charging as Leave.

FOR USE OUTUS ONLY

Leaving Area of PERMDUTYSTA: Yes No PERMDUTYSTA Departure Date: PERMDUTYSTA Return Date:
 Taking Leave INCONUS: Yes No Designated Area Departure Date: Designated Area Return Date:
 CONUS Arrival Date: CONUS Departure Date:

0. e-Leave Address First: 1 of 1 Last
 *Street 1: Street 2: Same Address as Home 20.a. Accompanied by Family Member(s)?
 *City: Previous e-Leave Address Find | View All | First: 1 of 1 Last
 Select Street 1 Street 2 City State Country

4) Placement Date, the date of placement of a minor child with the service member for adoption or long-term care, must be entered for Parental Leave - Adoption or LV - Long Term Foster options.

e-Leave Request Request Status: **Pending Submission**

Member's Information

1. Date of Request: 01/30/2023	2. Leave Control Number:	3a. Dept:	3b. Division:	3c. Shop:
4. SSN: XXX-XX-XXXX	5. Name:	1		
7. Ship/Station: CC	6. Rank/Rate: LCDR	*9. Duty Phone:		
As of 04/27/22 10a. B:	FY: 4	10d. Current Bal: 033.0	10e. Proj Bal to EAOS ():	
11. Leave Sold: 0.0				

e-Leave Request Information

*12a. Type of Leave: 12b. Pre-Staged Leave *13. Primary Travel Mode:

Placement Date: Parental Leave Days Used: 0

*14a. Leave Begin: *14b. Begin Military Time: *15a. Leave Return Date: *15b. Return Military Time:

16a. Days Requested: 28 17. Authorized BAS: Meal Pass #:

18. Normal Work Schedule

The Day of Departure is a Normal Working Day: The Day of Return is a Normal Working Day:

Normal Working Hours Day of Departure: From: To:

Normal Working Hours Day of Return: From: To:

19. Inclusive Leave Period to be Charged / Reported

First: 01/31/2023 Last: 02/27/2023

Number of Days to be Charged / Reported: 28

***In consideration of the Member's completion of a full workday (as defined in MILPERSMAN, NAVPERS 15560) on the days of departure and return, the Inclusive Days shown are correct and proper for charging as Leave.

NOTE: Navy policy announcing eligibility for bereavement leave has not yet been released to the fleet. When that happens, new NSIPS procedures will also be released.