

UFT Parental Leave

EMPLOYEE APPLICATION VIEW

UFT Parental Leave Application

SOLAS Log In Page



Self-Service Online Leave Application System



Welcome to the DOE Self-Service Online Leave Application System.

From this online system, you may

- Submit a new leave application.
- Submit an application to extend your leave.
- Upload supporting documentation for your leave application.

Please note: this system has the ability to accept documents that have been scanned into a computer. You will have the opportunity to upload any necessary documentation during the application process. Click [here](#) for instructions on how to submit documents online

If you are logging into the SOLAS system to apply for a MEDICAL or MATERNITY leave, please consult with your payroll secretary or timekeeper before submitting your application in order to understand your paid entitlements.

Please log in with your DOE Active Directory User ID and Password
(This is the same User ID and Password you use to receive your DOE e-mail)

UserID:
(If your DOE e-mail is [jdoe@schools.nyc.gov](#), your user ID is 'jdoe')

Password:
(This is the same password you use to access your DOE e-mail.)

Login to Self-Service Leave Application

If you have forgotten your DOE User ID or password, please click [here](#) for the self-service Password Recovery and Account Confirmation Tool.
For additional support call HR Connect at (718) 935-4000 Monday - Friday 9am - 5pm



If you are a non-supervisory pedagogical employee and have already submitted a paper application for a non-medical leave, please refrain from submitting an application using the Self-Service Online Leave Application System.

Submitting an application multiple times will result in processing delays.

SOLAS is compatible with Internet Explorer 10 or higher, Chrome, Mozilla Firefox, and Safari.

Please note that with Internet Explorer 7, 8 or 9, the user may encounter errors

UFT Parental Leave Application

Confirm Contact Information Screen



Self-Service Online Leave Application System

Welcome, [Name]

Contact Information

Welcome to the Self-Service Leave Application System. In order to continue with your leave application, you must first confirm your contact information. Please review the information below, and then select 'I confirm the displayed contact information is correct.'

If you believe your displayed name, address and telephone number is incorrect, please update the data in NYCAPS via [Self Service](#).

Last Name:

Work E-mail:

[Reset Password via Self Service](#)

First Name:

The application process will use your confirmed DOE email address as the primary email for all communication concerning your leave application.

Address:

Telephone:

- ☒ I Confirm the displayed contact information is correct
- ☐ I have updated my Contact Information in NYCAPS [update via Self Service](#)

Staffing Information

Title/staffing information is used to determine for which leave applications the employee is eligible. Please review to verify the staffing information below.

- If you believe that your staffing information is incorrect, you must speak to your principal or supervisor.

Employee ID	Title Description	School Location	Status
	TEACHER	21K525	REG

Continue

Exit

UFT Parental Leave Application – Birth Parent



Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

1 Is your leave request due to medical or health issues? (includes yourself or a living family member). **Please Note:** Leave types are specific to and will appear as per your title.

- ☐ Yes (Leave Types: [Maternity Disability](#), Health Sabbatical, Line of Duty (LODI), Restoration of Health, Restoration of Health Pending Medical Arbitration, Worker's Compensation, Care of a Sick / Injured Family Member)
- ☒ No (Leave Types: [Maternity / Child Care](#), [Parental Leave \(or Parental Leave with Child Care Leave\)](#), Adjustment of Personal Affairs (Personal Business), Child Care / Adoption / Guardianship, Military Purposes, Other Available Non-Medical Leaves, Outside Employment or Service, Retirement / Resignation, Study Non-Sabbatical, Study Sabbatical, Teaching)

2 Select the leave category that best fits the reason you are applying for a leave of absence. **Please Note:** Leave types are specific to and will appear as per your title.

- ☐ Adjustment of Personal Affairs (Personal Business)
- ☐ Child Care / Adoption / Guardianship
- ☒ Parental Leave (or Parental Leave with Child Care Leave)
- ☐ Maternity / Child Care (Applicable for employees with less than 1 year of service from their date of hire OR if the employee does not wish to apply for UFT Parental Leave.)
- ☐ Military Purposes
- ☐ Other Available Non-Medical Leaves
- ☐ Outside Employment or Service
- ☐ Study Non-Sabbatical
- ☐ Study Sabbatical
- ☐ Teaching

3 What is your Parental Leave covered event?

- ☒ Birth of a child – Birth Mother
- ☐ Birth of a child – Non-Birth Parent
- ☐ Adoption and placement of a child in my home (under the age of six)
- ☐ Foster care placement of a child in my home (under the age of six)

Upon choosing Parental Leave the message below is displayed on screen:

i For UFT Parental Leave, employees are not able to borrow days or to use a grace period. If you would like to borrow or to use a grace period, please select Maternity/Child Care.

OK

Back

Start Over

Exit

UFT Parental Leave Application – Birth Parent



Self-Service Online Leave Application System

Welcome,

Help ?

Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

4 Does or will this new child have another parent working for the NYC Department of Education in a UFT represented title?

- ☒ Yes
☐ No

5 If eligible, has the other parent applied or will the other parent apply for UFT Parental Leave? If both parents are eligible for UFT parental leave, the combined leave time cannot exceed six weeks.

- ☐ Yes
☒ No

6 Please provide the following details about the co-parent:

First Name
Last Name
SSN

Back

Start Over

Exit

UFT Parental Leave Application – Birth Parent



Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

7 Are you currently reporting to work?

- ☐ Yes
☒ No

8 Have you already given birth?

- ☐ Yes
☒ No

9 What is your expected due date?

09/06/2018 

10 Did you have or are you scheduled for a C-Section?

- ☐ Yes
☒ No

11 Are you also requesting a [Child Care](#) leave following UFT Parental Leave?

- ☐ Yes
☒ No

Hovering over the words **Child Care** displays the guidelines below:

Child Care leave may be taken on an annual basis up to the beginning of the school year after a child reaches 4 years of age. For school year titles, child care leave is until the start of the next school year (or term, if applicable) unless an earlier return is approved by the DOE. Child Care leave of a shorter period may also be available for eligible FMLA time.

Back

Start Over

Exit

UFT Parental Leave Application – Birth Parent



Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

- 12 Please enter the first work day that you were or anticipate you will be absent from work related to this event. For birth dates/covered events that take place in the summer, your first absence should be the first day of school. For events that have not yet occurred, you will be able to amend this information based on actual event and absence dates.

09/04/2018



- 13 Do you plan to return to work during this school year?

- ☒ Yes
☐ No
☐ Not Applicable (Full Year/12-month Employee)

- 14 What is the anticipated last day of your physical absence before returning to work? For events that have not yet occurred, you will be able to amend this information based on the actual event date.

10/17/2018



- 15 Your CAR/Sick balance is displayed below. Please note: the displayed balance may not be up to date. Please confirm your balance with your Payroll Secretary/Timekeeper.

Car Balance: 17 Days, Current: 18, Pending Absence(s): -1

Continue

Back

Start Over

Exit

UFT Parental Leave Application – Birth Parent



Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

16 Would you like to use some or all of your CAR/sick balance before going on Parental Leave?

☒ Yes

☐ No

17 Would you like to use the maximum of your CAR/sick balance before going on Parental Leave? Please note: you can use available CAR/sick days for recovery up to a maximum of six calendar weeks from the birth date or eight calendar weeks if it was a cesarean delivery.

☐ Yes

☒ No

18 How many CAR days would you like to use?

19 Please provide the address where you would like the UFT to mail your UFT Parental Leave payment. Please note: this address will only be used for the mailing of your UFT Parental Leave check. To change your address across all DOE systems, please log into Employee Self Service at nyc.gov/ess.

Address 1:

Address 2:

City:

State:

Zip:

Country:

UFT Parental Leave Application – Birth Parent



Self-Service Online Leave Application System

Welcome

Help ?

Contact Information Confirmation

Leave Selection
Parental Leave – Birth Parent

Leave Overview and Tasks

E-signature and Submission

20

Review requested leave dates

Note: Leave dates may be adjusted after DOE review as well as change/amendment based on the actual date of the covered event. You will be able to return to this application to view and amend as applicable.

09/04/2018

Requested 1st day of your physical absence

10/17/2018

Requested last day of your physical absence before returning to work

Back

Continue

Start Over

Exit

UFT Parental Leave Application – Birth Parent



Self-Service Online Leave Application System

Welcome

Help ?

Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

Parental Leave – Birth Parent

Leave Information and Application Process

Overview

Process Category	Description
Guidelines	UFT Parental leave is available for employees in UFT represented titles to take up to six weeks of leave time upon the birth of a new child or the new adoption or foster care placement of a child under the age of six. This Parental Leave is unpaid by the DOE; the UFT will provide a benefit during this period. This Parental Leave is for up to six calendar weeks which must be taken continuously immediately upon the date of the Covered Event or for birth mothers, immediately after the usage of any allowable CAR/Sick days. In cases where both parents are represented by the UFT and work for the DOE, the birth mother and the non-delivering parent may not take more than 6 weeks of UFT Parental Leave combined.
Use of CAR/Sick/Timekeeping	The birth mother (delivering parent) has the option to use a maximum of 6 weeks of CAR/Sick (8 weeks if Caesarean delivery) prior to the use of UFT Parental Leave. Borrowing days or the usage of a grace period is not permitted.
Pay and Benefits Impact	Employees on this Parental Leave will be on an unpaid leave status with the DOE and will receive a benefit/payment from the UFT. Health insurance coverage will continue to be provided by the City of New York; applicable employee co-pays and contributions still apply.
Minimum Eligibility Service Requirement	To be eligible for a first Parental Leave, an employee must have been on payroll and on active status for 12 calendar months immediately prior to the leave. Employees who have taken a Parental Leave may be eligible again after being in active status for 10 calendar months following the prior covered event.
FMLA	This leave type runs concurrently with FMLA. Employees need not be FMLA eligible to be eligible for the Parental Leave.
Supporting Documentation Requirement	Absent special circumstances, supporting documentation should be submitted as soon as possible and no later than 21 days after the covered event. For a birth, employees must submit one of the following: a copy of the child's birth certificate, a copy of the child's footprints, or a letter from the doctor or hospital on official letterhead that states the child's birth date and the name of the parents. Adoptive and Foster parents will be required to submit copies of applicable legal documents.
Return from Leave Requirement	Employees who take Parental Leave must return to Active Status for a total of 12 calendar months which need not be consecutive following the leave. Should an employee not return for this period, she/he will be required to pay back the Parental Leave benefit provided by the UFT Welfare Fund.
Additional Info	Accruals of benefits such as pension, salary and service credit accruals will cease during the duration of this leave. UFT Parental Leave cannot be extended.

Checklist

Tasks	Responsibility	Status	Date Completed	More Information
Self service online Leave Application (in Progress now)	Applicant	In Progress		
Birth Certificate, Footprints , Legal Docs for Adoption or Guardianship [Required]	Applicant	Not Received		

Click **Upload Files(s)** to upload Support Documents.

If you have read and understand the information above and wish to submit an online application, please enter your requested leave start and end dates below and click 'Continue'. You can click the 'Back' button to go back to previous page if you need to make changes to your requested leave dates or any other information.

Requested 1st day of your physical absence 09/04/2018

Expected last day of your physical absence before returning to work 10/17/2018

Back

Continue

Start Over

Exit

UFT Parental Leave Application – Birth Parent



Self-Service Online Leave Application System

Welcome

Help ?

Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

Parental Leave – Birth Parent

Requested Leave Type: Parental Leave – Birth Parent

Electronic Confirmation and Application Submission

I hereby make this application for leave of absence with / without pay and in consideration of the grant of such leave of absence, I hereby waive for myself my heirs, executors and administrations any and all claims or demands of any kind whatsoever which I might otherwise have for salary or compensation during the said period, and hereby covenant to and with The Department of Education of the City of New York and said City of New York that no such claim or demand will be made or enforced, by suit or otherwise against them or either of them.

I understand that Parental Leave (UFT) is an unpaid leave from the Department of Education of the City of New York (DOE) with a benefit to be provided by and as determined by the United Federation of Teachers (UFT) and its Welfare Fund (UFTWF). I authorize the DOE to share information as necessary from this application and regarding my employment and compensation with the UFT/UFTWF for their administration of the Parental Leave benefit. I further authorize the DOE to work with the UFT/UFTWF to recoup any Parental Leave benefit overpayment as necessary.

I agree that for all purposes whatsoever my service is to be considered as ceasing on the day before the onset for the commencement of this leave if granted, until I personally and actually resume service subsequent to the day set for the termination of this leave, unless I earlier resume service under authorization upon my personal written application.

A further condition in the grant and acceptance of this leave is that I shall receive a pro rata share of salary for the summer vacation period immediately following the school year in which the leave without pay was granted and prorated service credit in accordance with the bylaws of the Department of Education. I understand that approximately one week's vacation pay is allowed for each month of service rendered prior to initial date of leave.

If my leave is expiring June 30th, I understand that I must notify the Department of Human Resources and supervisor no later than May 15th. It is hereby agreed that if my leave is expiring on February 1st, I will notify my principal or supervisor no later than the preceding December 15th. I will respond to any and all communications in a timely manner from the Department of Education regarding my intentions to return, request an extension of leave, or resign/retire. I understand that continued non-response to these requests may eventually lead to a resignation action of my employment prior to the opening of the ensuing school year (or the start of the second semester for fall-semester leaves of absence).

If I do not report for actual and personal service on the first school date of termination of this leave, I shall not be entitled to salary from the first school day to the date of return to actual service.

It is hereby also agreed that if I do not report for actual and personal service within five days from the first school day following the date of termination of this leave, if granted in pursuance of this application, and if a new leave be not granted to me, this application is to be considered and accepted as my resignation from service, effective from the date of termination of this leave of absence.

Note: By selecting the I agree checkbox below, you understand that all communications regarding your online leave of absence application will be sent to your Department of Education (DOE) email address, and that you will be held solely responsible for retrieving, reviewing, and responding to all communications regarding your online leave of absence application that are sent to your DOE email address.

☐ By checking this box, I agree that it is my intent to sign and electronically submit this document to the NYC Department of Education. I understand that by signing and submitting this document, I am affirming to the truth of the information contained therein and such a signature is the legal equivalent of having placed my handwritten signature on the document. I hereby certify that the above is accurate.

Today's Date 08-06-2018

Back

E-Sign & Submit

Print

Exit

Please note that you cannot complete submission of your application until you agree to the terms and conditions above, by selecting the checkbox.

UFT Parental Leave Application – Non-Birth Parent



Self-Service Online Leave Application System

Welcome,

Help ?

Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

1 Is your leave request due to medical or health issues? (includes yourself or a living family member). **Please Note:** Leave types are specific to and will appear as per your title.

- ☐ Yes (Leave Types: [Maternity Disability](#), Health Sabbatical, Line of Duty (LODI), Restoration of Health, Restoration of Health Pending Medical Arbitration, Worker's Compensation, Care of a Sick / Injured Family Member)
- ☒ No (Leave Types: [Maternity / Child Care](#), [Parental Leave \(or Parental Leave with Child Care Leave\)](#), Adjustment of Personal Affairs (Personal Business), Child Care / Adoption / Guardianship, Military Purposes, Other Available Non-Medical Leaves, Outside Employment or Service, Retirement / Resignation, Study Non-Sabbatical, Study Sabbatical, Teaching)

2 Select the leave category that best fits the reason you are applying for a leave of absence. **Please Note:** Leave types are specific to and will appear as per your title.

- ☐ Adjustment of Personal Affairs (Personal Business)
- ☐ Child Care / Adoption / Guardianship
- ☒ Parental Leave (or Parental Leave with Child Care Leave)
- ☐ Maternity / Child Care (Applicable for employees with less than 1 year of service from their date of hire OR if the employee does not wish to apply for UFT Parental Leave.)
- ☐ Military Purposes
- ☐ Other Available Non-Medical Leaves
- ☐ Outside Employment or Service
- ☐ Retirement / Resignation
- ☐ Study Non-Sabbatical
- ☐ Study Sabbatical
- ☐ Teaching

Upon choosing Parental Leave the message below is displayed on screen:

i For UFT Parental Leave, employees are not able to borrow days or to use a grace period. If you would like to borrow or to use a grace period, please select Maternity/Child Care.

OK

3 What is your Parental Leave covered event?

- ☐ Birth of a child – Birth Mother
- ☒ Birth of a child – Non-Birth Parent
- ☐ Adoption and placement of a child in my home (under the age of six)
- ☐ Foster care placement of a child in my home (under the age of six)

Back

Start Over

Exit

UFT Parental Leave Application – Non-Birth Parent



Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

4 Does or will this new child have another parent working for the NYC Department of Education in a UFT represented title?

- ☐ Yes
☒ No

5 What is the expected due date or what was the actual birthdate of the child?

09/10/2018 

6 Are you also requesting a [Child Care](#) leave following UFT Parental Leave?

- ☐ Yes
☒ No

Hovering over the words **Child Care** displays the guidelines below:

Child Care leave may be taken on an annual basis up to the beginning of the school year after a child reaches 4 years of age. For school year titles, child care leave is until the start of the next school year (or term, if applicable) unless an earlier return is approved by the DOE. Child Care leave of a shorter period may also be available for eligible FMLA time.

7 Please enter the first work day that you were or anticipate you will be absent from work related to this event. For birth dates/covered events that take place in the summer, your first absence should be the first day of school. For events that have not yet occurred, you will be able to amend this information based on actual event and absence dates.

09/12/2018 

8 What is the anticipated last day of your physical absence before returning to work? For events that have not yet occurred, you will be able to amend this information based on the actual event date.

10/22/2018 

Back

Start Over

Exit

UFT Parental Leave Application – Non-Birth Parent



Self-Service Online Leave Application System

Welcome



Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

Parental Leave – Non-Birth Parent

- 9 Please provide the address where you would like the UFT to mail your UFT Parental Leave payment. Please note: this address will only be used for the mailing of your UFT Parental Leave check. To change your address across all DOE systems, please log into Employee Self Service at nyc.gov/ess.

Address 1:	<input type="text" value="245 Main Street"/>		
Address 2:	<input type="text"/>		
City:	<input type="text" value="Queens"/>	State:	<input type="text" value="New York"/>
Country:	<input type="text" value="United State:"/>	Zip:	<input type="text" value="11429"/>
<input type="button" value="Continue"/>			

- 10 Review requested leave dates
Note: Leave dates may be adjusted after DOE review as well as change/amendment based on the actual date of the covered event. You will be able to return to this application to view and amend as applicable.

<input type="text"/>	
<input type="text"/>	
09/12/2018	10/22/2018
Requested 1st day of your physical absence	Requested last day of your physical absence before returning to work

Back

Continue

Start Over

Exit

UFT Parental Leave Application – Non-Birth Parent



Self-Service Online Leave Application System

Welcome

Help ?

Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

Parental Leave – Non-Birth Parent

Leave Information and Application Process

Overview

Process Category	Description
Guidelines	UFT Parental leave is available for employees in UFT represented titles to take up to six weeks of leave time upon the birth of a new child or the new adoption or foster care placement of a child under the age of six. This Parental Leave is unpaid by the DOE; the UFT will provide a benefit during this period. This Parental Leave is for up to six calendar weeks which must be taken continuously immediately upon the date of the Covered Event or for birth mothers, immediately after the usage of any allowable CAR/Sick days. In cases where both parents are represented by the UFT and work for the DOE, the birth mother and the non-delivering parent may not take more than 6 weeks of UFT Parental Leave combined.
Use of CAR/Sick/Timekeeping	The birth mother (delivering parent) has the option to use a maximum of 6 weeks of CAR/Sick (8 weeks if Caesarean delivery) prior to the use of UFT Parental Leave. Borrowing days or the usage of a grace period is not permitted.
Pay and Benefits Impact	Employees on this Parental Leave will be on an unpaid leave status with the DOE and will receive a benefit/payment from the UFT Health insurance coverage will continue to be provided by the City of New York; applicable employee co-pays and contributions still apply.
Minimum Eligibility Service Requirement	To be eligible for a first Parental Leave, an employee must have been on payroll and on active status for 12 calendar months immediately prior to the leave. Employees who have taken a Parental Leave may be eligible again after being in active status for 10 calendar months following the prior covered event.
FMLA	This leave type runs concurrently with FMLA. Employees need not be FMLA eligible to be eligible for the Parental Leave.
Supporting Documentation Requirement	Absent special circumstances, supporting documentation should be submitted as soon as possible and no later than 21 days after the covered event. For a birth, employees must submit one of the following: a copy of the child's birth certificate, a copy of the child's footprints, or a letter from the doctor or hospital on official letterhead that states the child's birth date and the name of the parents. Adoptive and Foster parents will be required to submit copies of applicable legal documents.
Return from Leave Requirement	Employees who take Parental Leave must return to Active Status for a total of 12 calendar months which need not be consecutive following the leave. Should an employee not return for this period, she/he will be required to pay back the Parental Leave benefit provided by the UFT Welfare Fund.
Additional Info	Accruals of benefits such as pension, salary and service credit accruals will cease during the duration of this leave. UFT Parental Leave cannot be extended.

Checklist

Tasks	Responsibility	Status	Date Completed	More Information
Self service online Leave Application (in Progress now)	Applicant	In Progress		
Birth Certificate, Footprints , Legal Docs for Adoption or Guardianship [Required]	Applicant	Not Received		

Upload Files(s)...

Click **Upload Files(s)** to upload Support Documents.

If you have read and understand the information above and wish to submit an online application, please enter your requested leave start and end dates below and click 'Continue'. You can click the 'Back' button to go back to previous page if you need to make changes to your requested leave dates or any other information.

Requested 1st day of your physical absence 09/12/2018

Expected last day of your physical absence before returning to work 10/22/2018

Back

Continue

Start Over

Exit

UFT Parental Leave Application – Non-Birth Parent



Self-Service Online Leave Application System

Welcome

Help ?

Contact Information Confirmation

Leave Selection

Leave Overview and Tasks

E-signature and Submission

Parental Leave – Non-Birth Parent

Requested Leave Type: **Parental Leave – Non-Birth Parent**

Electronic Confirmation and Application Submission

I hereby make this application for leave of absence with / without pay and in consideration of the grant of such leave of absence, I hereby waive for myself my heirs, executors and administrations any and all claims or demands of any kind whatsoever which I might otherwise have for salary or compensation during the said period, and hereby covenant to and with The Department of Education of the City of New York and said City of New York that no such claim or demand will be made or enforced, by suit or otherwise against them or either of them.

I understand that Parental Leave (UFT) is an unpaid leave from the Department of Education of the City of New York (DOE) with a benefit to be provided by and as determined by the United Federation of Teachers (UFT) and its Welfare Fund (UFTWF). I authorize the DOE to share information as necessary from this application and regarding my employment and compensation with the UFT/UFTWF for their administration of the Parental Leave benefit. I further authorize the DOE to work with the UFT/UFTWF to recoup any Parental Leave benefit overpayment as necessary.

I agree that for all purposes whatsoever my service is to be considered as ceasing on the day before the onset for the commencement of this leave if granted, until I personally and actually resume service subsequent to the day set for the termination of this leave, unless I earlier resume service under authorization upon my personal written application.

A further condition in the grant and acceptance of this leave is that I shall receive a pro rata share of salary for the summer vacation period immediately following the school year in which the leave without pay was granted and prorated service credit in accordance with the bylaws of the Department of Education. I understand that approximately one week's vacation pay is allowed for each month of service rendered prior to initial date of leave.

If my leave is expiring June 30th, I understand that I must notify the Department of Human Resources and supervisor no later than May 15th. It is hereby agreed that if my leave is expiring on February 1st, I will notify my principal or supervisor no later than the preceding December 15th. I will respond to any and all communications in a timely manner from the Department of Education regarding my intentions to return, request an extension of leave, or resign/retire. I understand that continued non-response to these requests may eventually lead to a resignation action of my employment prior to the opening of the ensuing school year (or the start of the second semester for fall-semester leaves of absence).

If I do not report for actual and personal service on the first school date of termination of this leave, I shall not be entitled to salary from the first school day to the date of return to actual service.

It is hereby also agreed that if I do not report for actual and personal service within five days from the first school day following the date of termination of this leave, if granted in pursuance of this application, and if a new leave be not granted to me, this application is to be considered and accepted as my resignation from service, effective from the date of termination of this leave of absence.

Note: By selecting the I agree checkbox below, you understand that all communications regarding your online leave of absence application will be sent to your Department of Education (DOE) email address, and that you will be held solely responsible for retrieving, reviewing, and responding to all communications regarding your online leave of absence application that are sent to your DOE email address.

☐ By checking this box, I agree that it is my intent to sign and electronically submit this document to the NYC Department of Education. I understand that by signing and submitting this document, I am affirming to the truth of the information contained therein and such a signature is the legal equivalent of having placed my handwritten signature on the document. I hereby certify that the above is accurate.

Today's Date 08-06-2018

Back

E-Sign & Submit

Print

Exit

Please note that you cannot complete submission of your application until you agree to the terms and conditions above, by selecting the checkbox.

UFT Parental Leave Landing Pages




Self-Service Online Leave Application System

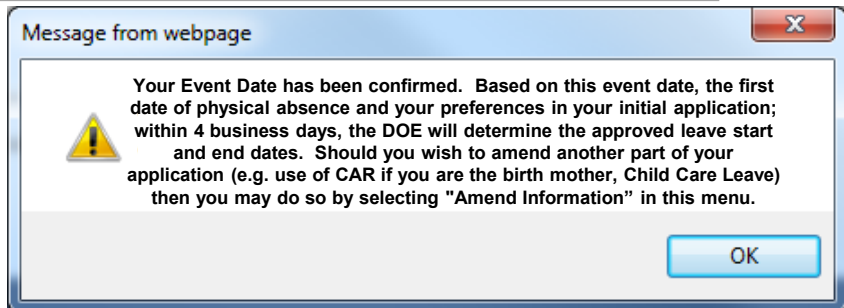
Welcome,

Currently Have a Leave Application

Once you have updated and confirmed the actual event date (birth, adoption or foster) you are not required to amend any other information on your application unless you choose to do so. Information that was gathered from your most recent parental leave application submission will be used to make any adjustments to determine your approved parental leave start and end dates. Please use the option below to view the details of your parental leave application and to check the status of your application.

You currently have an in process Leave Application in this system. What would you like to do?

- ☐ View the details of my Parental Leave application
- ☒ Enter/confirm my actual event date :  
- ☐ Was this a Cesarean Delivery (C-Section)?
 - ☒ Yes
 - ☐ No
- ☐ Confirm/amend my first date of physical absence 
- ☐ Amend information in my Parental Leave application other than my event date and/or first physical date of absence (e.g. request for Child Care Leave, last day of absence, CAR usage if you are the birth mother, Parental Leave payment mailing address)
- ☐ Withdraw my Parental Leave application
- ☐ Withdraw my Parental Leave application and submit a new application for a different leave
- ☐ None of the above. I would like to [Exit](#).





UFT Parental Leave Landing Pages

Currently Have a Leave Application

Once you have updated and confirmed the actual event date (birth, adoption or foster) you are not required to amend any other information on your application unless you choose to do so. Information that was gathered from your most recent parental leave application submission will be used to make any adjustments to determine your approved parental leave start and end dates. Please use the option below to view the details of your parental leave application and to check the status of your application.

You currently have an in process Leave Application in this system. What would you like to do?

- ☐ View the details of my Parental Leave application
- ☐ Enter/confirm my actual event date : 
- ☐ Confirm/amend my first date of physical absence : 
- ☐ Amend information in my Parental Leave application other than my event date and/or first physical date of absence (e.g. request for Child Care Leave, last day of absence, CAR usage, Parental Leave payment mailing address)
- ☐ Withdraw my Parental Leave application
- ☐ Withdraw my Parental Leave application and submit a new application for a different leave
- ☐ None of the above. I would like to [Exit](#).

UFT Parental Leave SOLAS Notifications

Employees will receive a series of SOLAS Notifications over the entire application period keeping them up to date with their application status as well as reminding them of actions that need to be taken. Some of the major notifications are highlighted below:

1. **Submission Notification** - confirms case #, leave type, required supporting documentation, next steps, and additional pertinent information.
2. **Denial** – if an employee is not eligible for the UFT Parental Leave they will receive a Denial notification at this point in the process.
3. **Confirm Event Date Reminder** – reminds the employee to log back into SOLAS to Confirm their actual Event Date (if not already occurred at time of the application).
4. **Final Determination** – details of how time will be used over Approved leave date range (includes final leave start and end dates).
5. **Supporting Documentation Reminder** – reminds the employee to provide required documentation (after Event Date has been confirmed, if documentation not already submitted).