*Please distribute this alert to any users within your agency who are responsible**for time administration in SAP.*

**Paid Parental Leave and Time Impacts**

* Information regarding Paid Parental Leave and the impact to Time.

A new leave benefit, Paid Parental Leave, is being offered to Commonwealth employees for the birth, adoption, or foster care placement of a child with an eligible employee for events that occurred on or after October 15, 2020.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start Date** | **Quota Type/Text** | **Quota Amount** | **Absence Type/Text** | **FMLA Workbench Event** | **Wage Type/Text** |
| 10/15/2020 | 24  --------------  Paid Parental Leave | 6 weeks | YPAR\*  ---------------  FMLA Paid Parental Leave | FMLA 12- Week Parental | 2829  --------------  FMLA Paid Parental Leave |

\*Absence workflow routes to FMLA Specialist for approval and processing.

While this quota and absence type will be created and monitored by the FMLA Specialists, timekeepers and time advisors will need to keep the following in mind when performing time responsibilities involving Paid Parental Leave:

Overtime Calculation:

Paid Parental Leave (YPAR) absence type is **NOT** regarded as hours worked for the purpose of computing overtime. The use of absence type YPAR does not preclude an employee from earning double time. Reference [Absence Definitions Table](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/Absence%20Definitions%20Table_rev%2010-13-2020.pdf)

Leave Accrual/Leave Service Credit/Seniority:

YPAR absence hours count toward earning leave accrual, leave service credit and seniority (union covered employees).

Higher Class:

YPAR absence hours are eligible for higher class payment for management employees provided the eligibility and threshold requirements are met.

Additional Annual Accrual for No Sick Leave Usage:

Paid Parental Leave (YPAR) absence type does **NOT** count as sick leave usage and should generate additional annual accrual if no sick leave is used in the measurement period.

Time Evaluation Messages**:**

Two new time evaluation message types (XG and XH) were created to assist FMLA Specialists with monitoring YPAR absences. Reference [Time Evaluation Error/Warning Messages (Y\_DC1\_32000670)](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/Time_Eval_Error_Warning_Messages_rev%2010-13-2020.pdf)

**Questions?**

Field time advisors should direct any questions related to this alert to their central agency time advisor. Central agency time advisors may submit questions via an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.