

Paid Parental Leave Resource Guide

Paid parental leave is available for 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. This guide is designed to assist FMLA Specialists with systems processing.

Eligibility:

- Full-time/part-time permanent employees that are represented by a union that have agreed to the terms of the side-letter and management/non-represented employees
- Meets the Family and Medical Leave Act (FMLA) eligibility requirements
 - Continuously employed by the Commonwealth for the immediate twelve (12) months
 preceding the qualifying event
 - Full-time employees must have worked 1250 hours during the previous 12-month period
 - Part-time employees must have worked at least 900 hours during the previous 12month period

Entitlement – six (6) or eight (8) weeks of paid parental leave:

- Full-time employees 225 hours (F7)/240 hours (F8)
- Part-time employees hours are pro-rated based upon regular hours worked in the prior 6-month period
- Quota expires 6 months from the date of the qualifying event
- Absences must be used in full day increments
- Employees on AWS employee may remain on the AWS schedule; hours above standard 7.5/8.0-hour schedule may be charged as YPAR. (i.e. EE's AWS daily work hours are 8.75; EE can use 8.75 hours of YPAR)
- Six-week entitlement can be used for multiple qualifying events that began prior to 2/15/2024, however <u>no more than 6 weeks</u> of Paid Parental Leave may be used within a rolling twelve-month period. Example employee adopts a child in January (one event) and gives birth to a child in December (second event) of the same year
- Eight-week entitlement can be used for multiple qualifying events that begin on or after 2/15/2024, however **no more than 8 weeks** of Paid Parental Leave may be used within a rolling twelve-month period. Example employee adopts a child in March 2024 (one event) and gives birth to a child in December 2024 (second event) of the same year

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 (225/240 hrs)	YPAR* FMLA Paid Parental Leave	FMLA 12-Week Parental	2829 FMLA Paid Parental Leave
2/15/2024	24Paid Parental Leave	8 weeks (300/320 hrs)	YPAR*FMLA Paid Parental Leave	FMLA 12-Week Parental	2829 FMLA Paid Parental Leave

^{*}Absence workflow routes to FMLA Specialist for approval and processing.

Kronos Users – a "dummy" absence code, "FMLA Paid Parental Leave", was created in Kronos for users to request paid parental leave. FMLA Paid Parental Leave will follow the existing process in Kronos for other FMLA absence requests.

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Tips and Tricks - following are some tips to keep in mind regarding paid parental leave:

- 1. Overtime YPAR does **NOT** count as hours worked for the purposes of computing overtime. NOTE: Does not impact double-time eligibility.
- 2. Additional Annual for No Sick Leave Usage YPAR does **NOT** count as sick leave usage.
- 3. Holiday absences surrounded by YPAR absences should be coded as "YH."
- 4. Retirement YPAR absences are not retirement covered; refer employee to SERS.
- 5. Seniority/Leave Accruals/Leave Service Credit YPAR counts towards earning
- 6. FMLA entitlement YPAR absences reduce the entitlement

FMLA Specialist Systems Tasks

Trigger - employee initiates request to use Paid Parental Leave

- Create FMLA 12 Week Parental event in FMLA Workbench
- Create Paid Parental Leave quota and add hours via IT2006. Reference instructions/screenshots at the end of this document.
 - o Create the quota for the full six- or eight-week entitlement.
 - Quota start date is the date of the qualifying event; end date is 6 months (180 calendar days) from this date.
 - o Monitor absences using entitlement in the FMLA workbench.

NOTE: An employee may have multiple paid parental leave quotas if the employee has more than one qualifying event based upon the start and end date of the quota/event.

- Create and Link absences to FMLA 12 Week Parental event
 - After quota is created, employees can submit future Paid Parental Leave requests via ESS
- Create task, "Reduce Remaining YPAR (24) Quota due date", in the FMLA tracking system with the quota end date as a reminder to remove any unused quota.
- Update quota entitlement for employee subgroup transfers (F7 to F8 or vice versa; P7 to P8 or vice versa or part-time to full-time or vice versa) HRSC, Time Systems will provide a report to FMLA Specialists. Reference instructions/screenshots at the end of this document.

Trigger – Run Time Evaluation Messages Display on a regular basis for XG and XH messages.

- Error messages
 - XG EE Sep-Sync QT24 Nmbr w/Deduction
 - Generates after the "Q" separation record on IT2012 is unlocked to alert that the employee has separated with a remaining paid parental leave entitlement. User must remove remaining quota by updating the YPAR quota entitlement to match the deduction on IT2006. NOTE: this message will only generate if the Paid Parental Leave quota (QT24) end date is on or after the separation date.
 - XH Check QT24-EE has <1 yr service
 - Generates to alert that a quota has been created for an ineligible employee.
 The employee has less than one year of service from the Z2 date on IT0041.

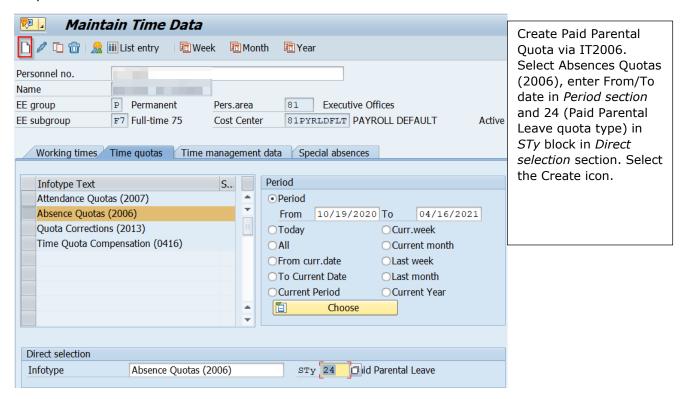
Additional Resources are located on the Alerts & Transaction page under Time Resources:

- Absence Definitions Table
- Time Evaluation Error/Warning Messages

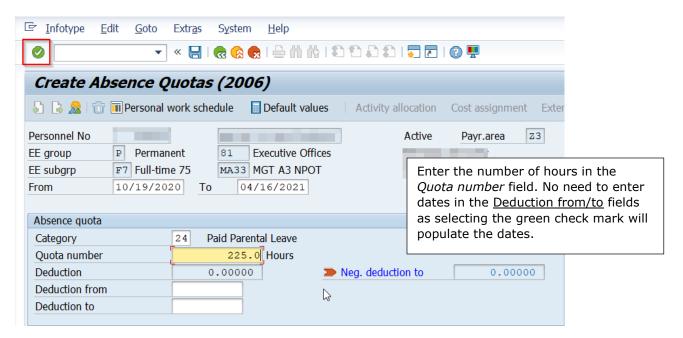
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Creating Paid Parental Leave Quota:

Step 1.

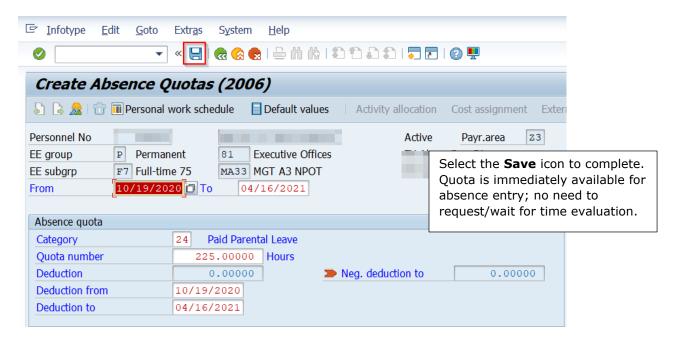


Step 2.



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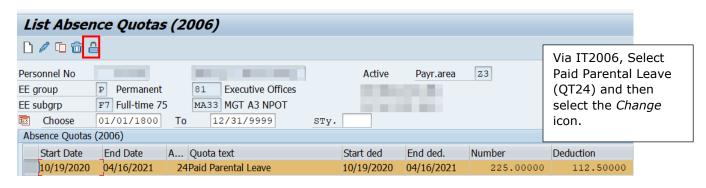
Step 3.



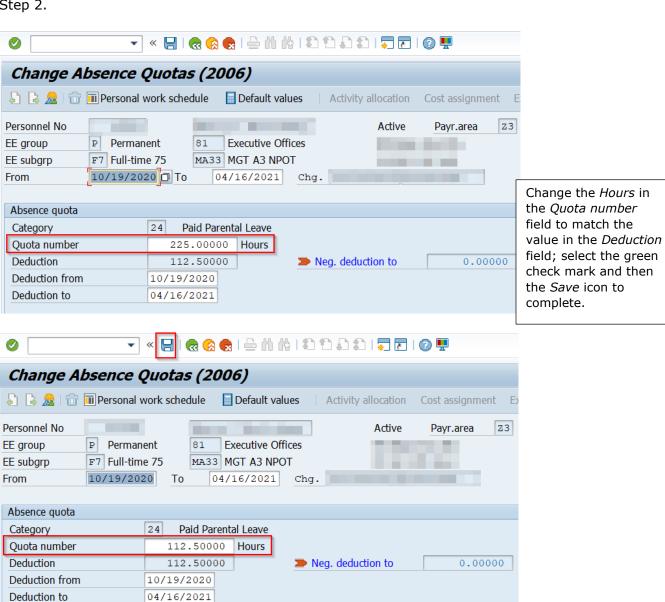
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Removing Unused Paid Parental Leave Quota:

Step 1.



Step 2.



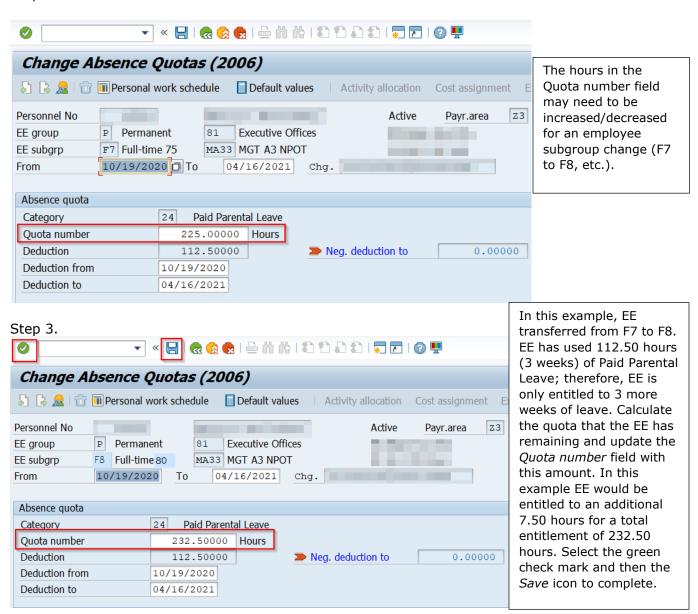
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Updating Paid Parental Leave Quota Entitlement:

Step 1.



Step 2.



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