

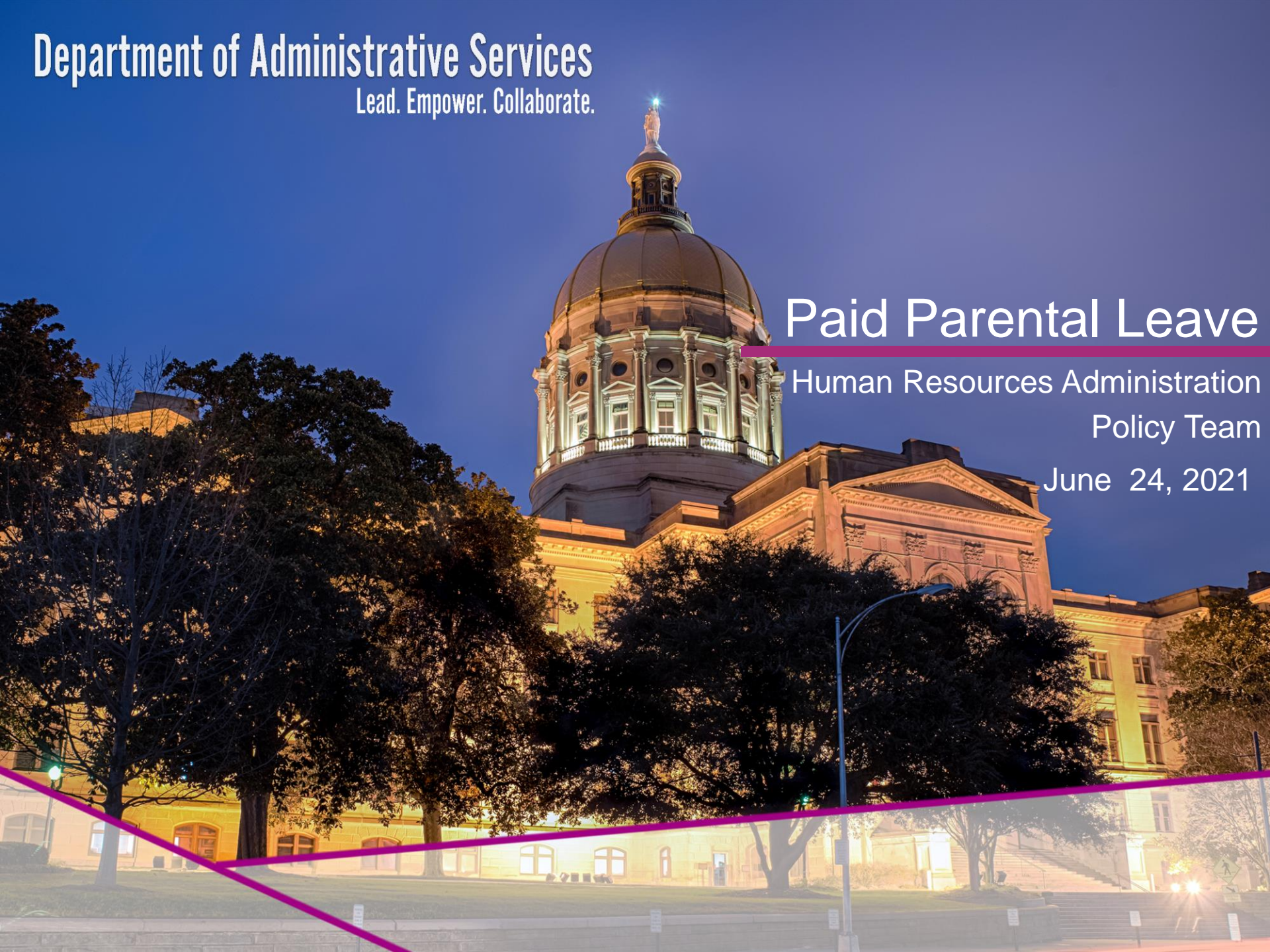
# Department of Administrative Services

Lead. Empower. Collaborate.

## Paid Parental Leave

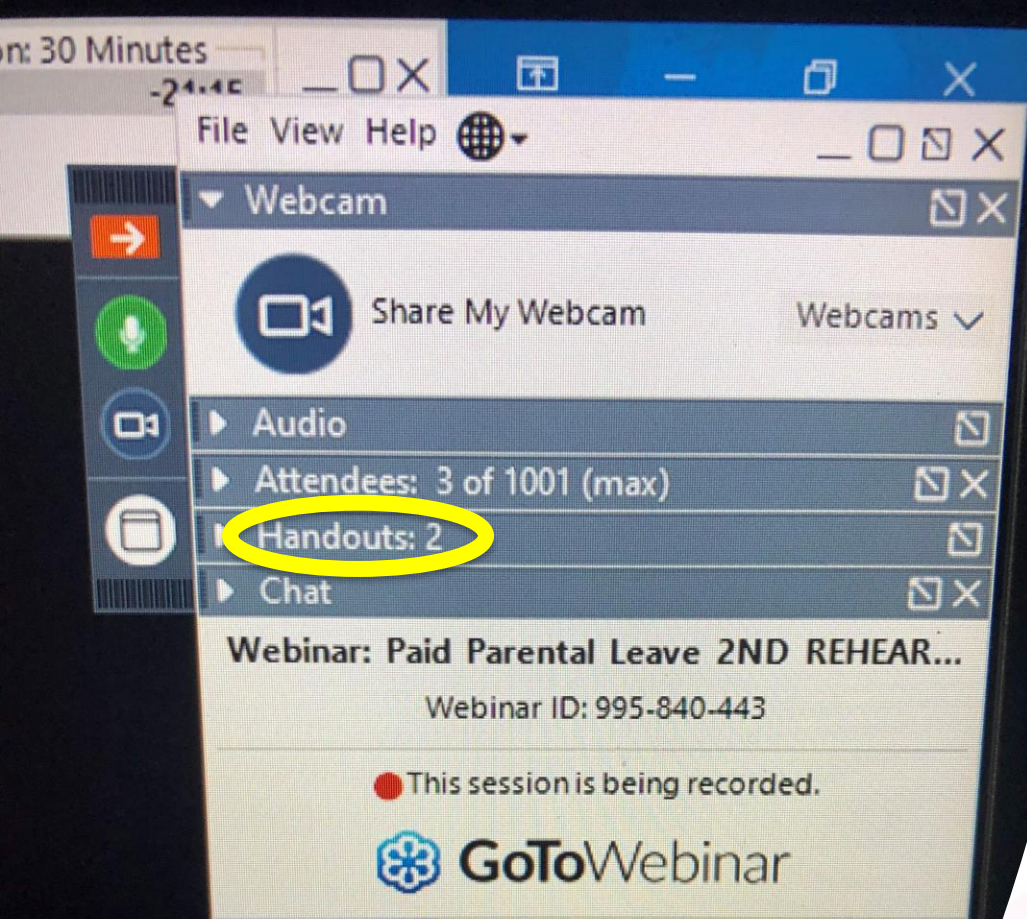
Human Resources Administration  
Policy Team

June 24, 2021



# Agenda

- Welcome/Opening Message
- Review of Paid Parental Leave (PPL) and a sample request form
- Implementation of the new leave in TeamWorks (Time & Labor, Base Benefits and Absence Management)
- FAQs and Q&A



Where to  
find the  
handouts on  
your control  
panel

# Review of PPL & Sample Request Form

Valerie Wilkinson

# Paid Parental Leave Overview

New state law, effective July 1, 2021

- Up to 120 hours in a 12-month period
- Not charged against accrued leave
- Available to both salaried and hourly employees

# Eligibility

## Salaried Employees

Six continuous months of employment with an employing entity (as defined in state law)

## Hourly Employees

700 hours of work for an employing entity in the six months immediately preceding the first requested paid parental leave date

# Qualifying Events

- Birth of the employee's child
- Placement of a minor child for adoption with the employee
- Placement of a minor child for foster care with the employee

# Documentation

- An agency may require employees to submit appropriate supporting documentation for the use of paid parental leave
- Any required supporting documentation shall be the same as that required for the use of FMLA leave under SPB Rule 23, *Family and Medical Leave*, for the same qualifying event



# Use of Leave

- Maximum of 120 hours in a rolling 12-month period, measured backward from the first date of leave taken
- Amount of leave cannot exceed 120 hours, even if the employee has more than one qualifying event

# Use of Leave

- 120-hour limit applies across state entities
- Can be taken as needed and in increments of less than eight hours

# Interaction with FMLA Leave

An agency may, by written policy, require paid parental leave to run concurrently with FMLA leave

# Limitations

- Must be used in the 12 months following the initial qualifying event
- No cash value; not paid out upon employee's separation

# Sample PPL Request Form (page 1)

PLACE ON AGENCY LETTERHEAD

## SAMPLE PAID PARENTAL LEAVE REQUEST FORM

### Paid Parental Leave Request

Employee Name:
Employee Title:
Employee ID#:
Division/Work Location:
Name of Supervisor:

I am requesting Paid Parental Leave for the following dates:

Beginning \_\_\_\_\_ Through \_\_\_\_\_ For INSERT HOURS

OR

I am requesting Paid Parental Leave on the following intermittent schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Beginning \_\_\_\_\_ Through \_\_\_\_\_ For INSERT HOURS

Based on the following qualifying event:

- birth of my child
- placement of a minor child with me for adoption or foster care

By my signature on this form, I attest to the qualifying event indicated above. OR Documentation of the qualifying event is attached. [Any required supporting documentation shall be the same as that required for the use of leave under the federal Family and Medical Leave Act (see Section (7) of Rule 478-1-.23, *Family and Medical Leave*) for the same qualifying event.]

# Sample PPL Request Form (page 2)

I understand that any paid parental leave that remains unused 12 months after the qualifying event is no longer available.

[add if the agency has a written policy that requires paid parental leave to run concurrently with FMLA leave] I also understand that paid parental leave runs concurrently with leave for which I may be eligible under the federal Family and Medical Leave Act.

I also understand that return to my former position or equivalent position with the same pay and grade, benefits, and comparable working conditions is contingent upon compliance with the terms of the approved leave.

I also understand that, if I do not meet the eligibility requirements, I will be notified by Human Resources within 5 business days. If I am not notified, I can assume that my request has been approved.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

-----  
**NOTE TO EMPLOYEE:** E-mail this form to Human Resources and to your supervisor. Please retain copies of all information for your records.

Time & Labor  
Base Benefits Leave  
Absence Management

Martha Varn & Fe'Loy Gibbs  
State Accounting Office

# Parental Leave in Time & Labor

## The TRCs are:

- **PAX - Parental Leave Taken (for use by eligible employees on timesheets)**
- **PAP - Parental Leave Adj Increase (administrator use only)**
- **PAN - Parental Leave Adj Decrease (administrator use only)**



# Parental Leave in Time & Labor

## The new Leave Reasons are:

- Parental – Adopt
- Parental – Birth
- Parental – Foster

# Time and Labor Administrators

## Agency Administrators are responsible for:

- Enrolling employees in the Parental Leave plan
- Adjusting employee balances
- Approving adjustments
- Clearing remaining balances when necessary

Once the adjustment has been entered and approved, employees will be able to enter a leave request (PAX) on timesheets.

# Time and Labor Administrators

## Parental Leave During 7/1/2021 – 7/3/2021

Parental Leave TRCs will not be seen by employees because the effective date of the Parental Leave Plan is in the middle of the week

Take these steps:

1. **Enroll employee in Parental Leave**
2. **Adjust Parental Leave balance to approved hours**
3. **Change the timesheet task group to SG3ALL-CC**
4. **Notify employee to change to View of timesheet to “Day”**

# Parental Leave in Base Benefits

**The Plan Type is 5K**

**The Leave Codes are:**

- **5KA - Parental Leave Adjust**
- **5KT - Parental Leave Taken**

**The Leave Codes can be used in the Leave File Import process or entered online.**

# Parental Leave in Base Benefits

## Leave Balance File from TeamWorks

The format of the Leave Balance file from TeamWorks is changing to include the new Parental Leave.

The new format will be first used on 7/1/2021, 7/7/2021 or 7/9/2021 (depending on agency).

If your agency uses the Leave Balance file from TeamWorks and you have not been contacted, please notify Martha Varn at [Martha.Varn@sao.ga.gov](mailto:Martha.Varn@sao.ga.gov).

# Base Benefits Leave Administrators

## Agency Administrators are responsible for:

- Enrolling employees in the Parental Leave plan
- Adjusting employee balances
- Approving adjustments
- Clearing remaining balances when necessary

# Parental Leave In Absence Mgt

## The Elements are:

- Parental Leave/Parental Leave Take (Employee/Manager Use)
- PRNTL ENT - Parental Leave Entitlement Adjustment (Administrator Use)
- PRNTL TAKE - Parental Leave Take (Administrator Use)

## The Leave Reasons are:

- Parental - Adopt
- Parental - Birth
- Parental - Foster

# Absence Mgt Leave Administrators

## **Agency Administrators are responsible for:**

- **Enrolling employees in the Parental Leave plan**
- **Adjusting employee balances**
- **Approving adjustments**
- **Clearing remaining balances when necessary**

**Employees will be able to enter an absence request via Self Service once the adjustment has been entered, approved and processed.**



# TeamWorks Parental Leave

**We'll have Q&A at the end of today's session, but if there are questions as you begin using the codes, contact:**

**SAO Customer Service Center (CSC):**

**404-657-3956**

**888-896-7771**

**[hcm@sao.ga.gov](mailto:hcm@sao.ga.gov)**

# Frequently Asked Questions Questions & Answers

Latatia West

# PPL FAQs

12 FAQs were shared June 17, 2021, in an HR Community email

## Poll Question #1

1. Did you receive the FAQ document on PPL that was emailed on Thursday, 6/17/21?

## Poll Question #2

2. Did you have an opportunity to review the FAQ document that was emailed?

# PPL FAQs

(1) What is the effective date of the paid parental leave law?

(2) Is PPL retroactive?

(3) If an employee qualifies for both PPL and FMLA leave, what is the total number of weeks that can be taken?

(4) If an employee is eligible for FMLA leave for birth, adoption, or foster care placement and also has accrued leave to apply to the absence, in what order should the agency apply paid leave? Should the agency apply PPL before accrued paid leave?

(5) Will there be a PPL leave code for use in Base Benefits?

(6) Will the leave management system load PPL the way it loads education support leave?

(7) State Personnel Board Rule 23, Family and Medical Leave, contains a statement that for the purpose of eligibility determination, the state is considered one employer. Is that the same for PPL?

(8) Is an eligible employee limited to a maximum allotment of 120 hours of PPL in a 12-month period if transferring to another employing entity within the state, or would the 120 hours start over each time an eligible employee transfers?

(9) State Personnel Board Rule 23, Family and Medical Leave, has a spousal limitation clause. Will that apply to PPL as well, or can a state-employed couple use a maximum of 120 hours each?

(10) Does PPL apply toward the 1,250 hours of work necessary for eligibility for FMLA leave?

(11) Can an eligible employee take PPL for prenatal medical appointments?

(12) May an agency require an employee to take PPL only in a continuous block?

(13) Is there a limitation on approving PPL to be taken on an intermittent basis?

(14) Is PPL prorated for hourly employees?

# Questions & Answers

Review of questions submitted by attendees through chat feature.

## Final Poll Question #3

3. Is there any additional guidance or support that you need in order to use PPL within your agency?





Human Resources Administration

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404-656-2705

[www.doas.ga.gov](http://www.doas.ga.gov)

HRA Policy

[policy@doas.ga.gov](mailto:policy@doas.ga.gov)

Thank you for  
attending  
our meeting!