

Leave Administration Procedure | Paid Parental Leave



Department of Human Resources Leaves Administration Team

Paid Parental Leave

Eligible employees may receive up to 12 weeks of paid parental leave for bonding following the birth, adoption, or foster-to-adopt placement of a child. The qualifying event will run concurrently with federal, state, and county family and medical leave to the fullest extent possible. For more information, please refer to the [Paid Parental Leave](#) policy, or contact your agency human resources representative.

Paid Parental Leave Procedure

1) Agency human resource professional meets with employee to discuss options	Agency human resource professional meets with the employee. <ul style="list-style-type: none">Aspects of Paid Parental Leave such as the payback clause, approval of intermittent schedules, PPL entitlements etc.How PPL runs concurrently with federal, State, King County protected leave laws.How to code their timesheet if employee is approved for intermittent PPL.
2) Employee requests leave (Leave Request Form)	Employee completes the Leave Request Form. <p>Note: Must notify human resource professional and supervisor at least 30 days in advance of the event. Requests for intermittent leave must be consistent with agency operational needs and approved in writing prior to the leave. Employee must also later submit documentation of event when it occurs.</p>
3) Agency human resources forwards completed Leave Response Form to employee	Agency human resource professional completes the Leave Response Form.
4) Agency human resource professional determines PPL entitlements and sends to Agency timekeeper	Agency human resource professional determines eligibility and entitlements. <p>Taking Leave Website (Look under the procedures section toward the bottom of the page)</p> <p>4a. Ensure employee is eligible for PPL:</p> <ul style="list-style-type: none">Has/will the employee worked for King County at least six continuous months by the event date (birth, adoption, foster-to-adopt)?Is/will the employee be in a comprehensive leaveⁱ eligible position at the time of the event?If the answer is no to any of these questions, then the employee is <u>not</u> eligible. <p>4b. Enter PeopleSoft weekly standard hours into calculator (HR Work Center > Review HR/Job/Payroll Data) or calculate the standard hours for irregular schedules by averaging their hours worked per week over the last 6 months.</p> <p>4c. Determine the accrual balances to use in the calculator:</p> <ul style="list-style-type: none">Find balances listed on employees last pay advice which reflect the accruals through the last <u>processed</u> pay period that precedes the qualifying event.Contact the supervisor or timekeeper to determine any accruals (sick, vacation, exec) which were used between the end of the last pay period and the event date and deduct those hours from accrued balances.All balances must consider accrued leave as of the date of the event (birth, adoption, foster-to-adopt), do not the date when requested. If the employee wants a general idea of the PPL award, then you can make a preliminary calculation and then re-adjust when the actual event occurs.Enter adjusted balances (as needed) into yellow areas of the PPL Calculator.

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#2	Determine standard weekly hours - Insert hours into box (If fluctuating schedule use their average hours over the previous 6 months)			40
#3	Determine hours of accrued leave at the time of the qualifying event (The calculator does all the work by calculating available PPL. Enter all paid leave balances below and do not "reserve" hours by removing them from the total balances. Remember to account for any paid leave used since the last pay period.)			
	Type of Accrual	Current Balance	Minus reserved hours	Paid leave hours which reduce overall PPL
	Sick Leave	0.00	40.00	0
	Vacation Leave	0.00	40.00	0
	Executive Leave	0.00	0.00	0
	Benefit Time (BT)	0.00	80.00	0
#4	Determine hours of supplemental Paid Parental Leave			
	4a.) Total possible hours of available PPL (standard hours x 12)			480.00
	4b.) Total accrued paid hours applicable to PPL determination (sum of in Step #3 above)			0.00
	4c.) Available hours of PPL (4a minus 4b)			480.00
	4d.) Available weeks of PPL (4a minus 4b)			12.00

Note: The calculator automatically adjusts for reserving hours. This adjustment is **ONLY** used for determining the PPL hours to be loaded and does not impact how an employee can use the time. PPL and accrued hours can be used in any order. Do not adjust the employee's balances before entering the hours.

5) Agency human resource professional sends information to BPROS to open PPL comp plan

Agency human resource professional emails the following information to BPROS. (PPL@kingcounty.gov):

1. Employee full name
2. Employee PeopleSoft ID#
3. Date of the qualifying event

Note: Please do not send supporting documentation since it is not needed by BPROS.

6) BPROS opens PPL comp plan and Agency HR sends to timekeeper

BPROS opens the paid parental leave compensatory plan on the first day of the pay period that contains the event date. This action occurs within one business day of agency email.

Agency human resource professional sends PPL award hours (from calculator) to agency timekeeper to enter on the timesheet.

7) Agency timekeeper enters PPL entitlement hours on the event date and time reporting code begin to be used

Agency timekeeper enters PPL entitlements (Hours calculated using the PPL calculator) using *TRC-750 Parental Leave Granted*.

Agency enters paid parental leave time reporting codes.

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Timesheet

PPL award hours are granted on the timesheet on the day the event occurred (birth, adoption, foster-to-adopt)

Employee ID
Empl Record
Earliest Change Date

PPL TRC's are entered

Actions ▾

Select Another Timesheet

*View By Week

*Date 11/18/2023

Reported Hours 343.000

From Saturday 11/18/2023 to Friday 11/24/2023

	Sat 11/18	Sun 11/19	Mon 11/20	Tue 11/21	Wed 11/22	Thu 11/23	Fri 11/24	Total	Time Reporting Code
							8.00	8.00	FMLA-KCFML Paid Parental Leave - 754
					303.000			303.000	Parental Leave Granted - 750

Note:

- PPL granted hours should only be entered on the actual Event Date (should not be entered on the first day of the pay period).
- PPL hours cannot be used prior to the actual Event Date.
- Employees out on continuous leave should not be required to enter the weekly hours; even for employees who normally self-enter their own time.
- Use appropriate time reporting code:
 - TRC 751 – Paid Parental Leave (when FMLA/KCFML are not available/exhausted)
 - TRC 754 – FMLA/KCFML Paid Parental Leave
 - TRC 755 – KCFML Paid Parental Leave

8) Agency human resource professional enters row into PeopleSoft HCM

Agency human resource professional enters HCM row into PeopleSoft Job Data. Instructions can be found in the [Human Resources User Guide \(sharepoint.com\)](#).

Note:

- In most cases, inserting paid leaves of absence (PLA) HCM rows are not beneficial. If agencies wish to track leave usage, the best method is to review time reporting codes.
- The most common PLA HCM code is PLA/MAT which is used for maternity.
- As a reminder, entering an unpaid leave of absence (LOA) HCM code will prevent the agency from paying the employee any kind of pay, including PPL and other paid accruals.

9) Agency human resource professional enters return from leave HCM code

Agency human resource professional enters the return from leave Action/Reason code into PeopleSoft HCM system (RFL/RFL).

Note: HCM row should be entered upon the first to occur: PPL awarded hours have been exhausted or once the 12 months from event date have ended.

10) Agency human resource professional files paperwork in separate file

Agency human resource professional files protected leave paperwork.

Note: Protected leave or medical information should be kept in a folder separately from the employee's regular employment file and should not be accessible by the supervisor.

11) BPROS inactivates PPL plan after 1 year

BPROS inactivates PPL compensatory plan one year from qualifying event date.

Note: Hours remaining in the plan after inactivation will not be removed by BPROS but will not be accessible to the employee after the inactivation date. Entry of the RFL/RFL code will not prevent an employee from using paid parental leave time reporting codes. Once the PPL compensatory plan is inactivated the employee should not see or be able to use the expired hours.

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12) Agency personnel manage unused PPL hours

Agency personnel (HR or Timekeeper) manage unused PPL hours.

PPL hours which are not used within the 12 months are no longer available and can be handled in one of two ways:

- Wait until another PPL event occurs and subtract the unused hours using TRC 753 Parental Leave Adj – Subtract before entering the new set of PPL awarded hours (preferred method).
- Removing the unused PPL hours by entering a corresponding negative amount using TRC 753 Parental Leave Adj – Subtract. This should be completed within 1-2 pay periods after the original hours have expired.

¹ Employee eligible for comprehensive leave benefits are those in full-time regular, part-time regular, provisional, probationary and term-limited temporary positions. No short-term temporary (STT) or administrative interns.