



Paid Parental Leave Information

The procedures for PPL are located on the leave administration website. This information should be shared with any agency personnel that administer leaves or provide information to employees about the PPL benefit.

Key Information:

- **Eligibility:**
 - Employed by King County for at least **six continuous months** at the time of the birth, adoption or foster-to-adopt placement (the qualifying event).
 - Must be in a comprehensive leave eligible position (no short term temporary (STT's) or interns) at the time of the event (birth, adoption, foster-to-adopt).
 - Employee must be non-represented or represented by a union that has agreed to the paid parental leave benefit. Currently (04212021), the only union not participating is TEA W2.
 - Paid parental leave expires twelve months from the date of the qualifying event.
 - Medical certifications are not required for bonding. A simple statement suffices.

- **Protections/Benefits:**
 - The employee's job is protected during the use of PPL hours.
 - During use of PPL hours, employees remain in a paid status.
 - Paid parental leave runs concurrently with other eligible family and medical leave laws (i.e., FMLA, KCFML, WFCA, etc.).
 - Intermittent usage of PPL is available if consistent with the county's operational needs and an agreement with the Employee's supervisor. If using other eligible family and medical leave laws (like FMLA) then the more generous rules regarding intermittent leave apply.
 - Similar to WFCA, an employee may choose which order to use their own paid accruals. For reference, the rules of donated leave remain the same and employees completely exhaust one type of accrual before moving to the next one.
 - As a reminder, an employee may not use PPL and apply for PFML on the same 8 hour period.

- **Calculation:**
 - When calculating the PPL benefit, HR professionals will reserve one week of sick and one week of vacation for only the calculation. These hours do not need to be reserved and can be used at any time by the employee. See the PPL Calculator for more information.
 - The PPL calculation must use the date of the qualifying event (birth, adoption, foster-to-adopt). All paid accrual usage before the event date must be used in the calculation.

- **Resources:**
 - Leave Administration Website: <http://www.kingcounty.gov/audience/employees/benefits/leaves.aspx>
 - Paid Parental Leave Calculator
 - Paid Parental Leave Procedure
 - Paid Parental Leave FAQ
 - Foster-to-Adopt Form (legal affirmation of intent to adopt)
 - PPL FAQ: <http://www.kingcounty.gov/~media/employees/benefits/documents/leaves/paid-parental-leave-faq.ashx?la=en>
 - PPL Participating Unions: <http://www.kingcounty.gov/audience/employees/pay-benefits/paid-parental-leave/union-participation.aspx>
 - Paid Parental Leave Ordinance #18408
 - Paid Parental Leave timekeeper instructions