

Leave Administration Procedure | Paid Parental Leave



Department of Human Resources Leaves Administration Team

Paid Parental Leave (PPL)

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

| | |
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| 1) Agency Human Resource Professional meets with employee to discuss options | Agency HR Professional discusses the following: <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 lawsHow to code their timesheet if employee is approved for intermittent PPL |
| 2) Employee requests leave (Leave Request Form) | Employee completes Protected Leave Request Form https://www.kingcounty.gov/~media/employees/benefits/documents/leaves/leave-request-form.ashx?la=en 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. |
| 3) Agency Human Resource forwards completed Leave Response Form to employee | Agency HR Professional completes Protected Leave Response Form https://www.kingcounty.gov/~media/employees/benefits/documents/leaves/fmla-response-form-printable.ashx?la=en |
| 4) Agency Human Resource Professional determines PPL entitlements and sends to Agency timekeeper | Complete online PPL Calculator: <p>4a. Ensure Employee is eligible for PPL:</p> <ul style="list-style-type: none">Has the employee worked for King County at least six continuous months in a comprehensive leaveⁱ eligible position? If yes, continueIs employee non-represented or in a bargaining unit that has agreed to the paid parental leave benefit?ⁱⁱ If yes, continue <p>4b. Enter weekly hours into calculator (example below shows 40 hours) https://www.kingcounty.gov/audience/employees/benefits/leaves.aspx</p> <p>4c. Determine the current accrual balances for use in 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.Contact Supervisor or Timekeeper to determine any accruals (sick, vacation, exec) used between the end of the last pay period and the Event Date and deduct those hours from accrued balances.Enter adjusted balances (as needed) into yellow areas of the PPL Calculator.Note: the calculator automatically adjusts for reserving up to 40 hours of time. 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. |

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|-----------|---|-----------------|----------------------|----------------------|
| #2 | Determine standard weekly hours - Insert hours into box (if fluctuating schedule use their average hours scheduled over the previous 6 months) | | | 40 |
| #3 | Determine hours of accrued leave at the time of the qualifying event (Reserve one week of sick leave, one week of vacation leave or two weeks of Benefit Time; the remainder is applied toward the PPL) | | | |
| | Type of Accrual | Current Balance | Minus reserved hours | Hours applied to 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 |

5) Agency Human Resource Professional sends information to BPROS to open PPL comp plan

Email the following information to PPL@kingcounty.gov:

Employee Name, Employee PeopleSoft ID#, Event Date

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

Compensatory plans must be entered on the first day of the pay period containing the Event Date (birth, adoption, foster)

Agency HR sends PPL hours to agency timekeeper

7) Agency Timekeeper enters PPL entitlement hours on the Event Date

Enter PPL Entitlements using **TRC-750 Parental Leave Granted**

Timesheet

Employee Name: _____ Job Title: _____ Employee ID: 000012345
Empl Record: 0
Earliest Change Date: 05/04/2019

Agency enters PPL entitlement hours on date of event

TRC 750

Actions

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 05/18/2019

Scheduled Hours: 0.000 Reported Hours: 0.000 Proration of Labor Costing:

Reported time on or after 05/18/2019 is for a future period.

From Saturday 05/18/2019 to Friday 05/24/2019

| | Sat 5/18 | Sun 5/19 | Mon 5/20 | Tue 5/21 | Wed 5/22 | Thu 5/23 | Fri 5/24 | Total Time Reporting Code |
|--|----------|----------|----------|----------|----------|----------|----------|------------------------------|
| | 466.490 | | | | | | | Parental Leave Granted - 750 |

Submit Apply Schedule

Note: Enter hours on the actual Event Date – It does not have to be on the first day of the pay period. Agency human resource professional should inform timekeeper of correct TRC's to be used.

8) Agency Human Resource Professional enters row into PeopleSoft HCM

Enter HCM row into PeopleSoft Job Data

My Homepage Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation KC Job Data

Employee Name: _____ Empl ID: 000012345
Empl Record: 0

Work Location Details

*Effective Date: 05/07/2019

Effective Sequence: 0

HR Status: Active

Payroll Status: Leave With Pay

*Action: PLA-Paid Leave of Absence

*Reason: MAT-Paid-Mat/Pal/Adp/FTA

*Job Indicator: Primary Job

Notes:

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- *Use appropriate HCM reason but normally would use PLA/MAT if using paid accruals.
- *Remember that using LOA HCM reasons will cancel employee benefits and make you unable to pay them.
- *Normally will enter the HCM row on the first day of the pay period containing the Event Date.

9) PPL hours entered on the timesheet

PPL Hours are entered onto timesheet in order to receive pay

Timesheet

Employee Name _____ Employee ID 000012345
 Job Title _____ Empl Record 0
 Actions ▾ Earliest Change Date 05/04/2019

Select Another Timesheet

*View By Week ▾ Previous Week Next Week
 *Date 05/18/2019 📅 ↻
 Scheduled Hours 0.000 Reported Hours 466.490 Proration of Labor Costing.xlsx

Reported time on or after 05/18/2019 is for a future period.

| From Saturday 05/18/2019 to Friday 05/24/2019 ? | | | | | | | Total | Time Reporting Code | Reas |
|---|----------|----------|----------|----------|----------|----------|----------|---------------------|--------------------------------------|
| | Sat 5/18 | Sun 5/19 | Mon 5/20 | Tue 5/21 | Wed 5/22 | Thu 5/23 | Fri 5/24 | | |
| + - | | 466.490 | | | | | | 466.490 | Parental Leave Granted - 750 |
| + - | | | 8.000 | 8.000 | 8.000 | 8.000 | 8.000 | | FMLA-KCFML Paid Parental Leave - 754 |

Submit

Notes:

- *If leave is continuous then agency supervisor or timekeeper is responsible for entering time on timesheet.
- *If employee is approved for intermittent schedule and self-time entry then provide codes to employee.
- *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

10) Agency Human Resource Professional enters return from leave HCM code

Return From Leave Action/Reason code is entered into PeopleSoft HCM system (RFL/RFL)

Note: HCM row should be entered upon the first to occur: 12 months from Event Date or when PPL hours are exhausted.

11) Agency Human Resource Professional files paperwork in separate file

Files protected leave paperwork into separate employee leave file (do not file in the regular employee file)

12) BPROS runs a query and removes all exhausted PPL

BPROS removes remaining PPL balances

Note: Current practice is for employee to retain PPL comp plan.

ⁱ Employee eligible for comprehensive leave benefits are those in full-time regular, part-time regular, provisional, probationary and term-limited temporary positions.

ⁱⁱ As of 5/30/2019 only four bargaining units have not agreed to PPL (Local 117 transit design (F7 - 153), KCSO Marshalls (K2 - 226), and TEA W2 and TEA W3). All other bargaining units and qualifying non-represented employees are covered.