*Please distribute this alert to any users within your agency who are responsible**for FMLA Administration.*

**Paid Parental Leave – New Quota/Absence Type Created**

* Information regarding new quota type/absence type for Paid Parental Leave
* Revised: Eight-week (8) entitlement can be used for multiple qualifying events that begin on or after 2/15/2024 for eligible management/non-represented employees and employees represented by a union that have agreed to the terms of the side-letter
* Revised Alert (5/2/2024): This revision provides clarification regarding employees on an AWS

Six-weeks (6) of 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. For qualifying events that begin on or after February 15, 2024, eight-weeks (8) of entitlement may be used within a rolling twelve-month period.

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| --- | --- | --- | --- | --- | --- |
| **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 | 24--------------Paid Parental Leave | 8 weeks(300/320 hrs) | YPAR\*--------------FMLA Paid Parental Leave | FMLA 12-Week Parental | 2829--------------FMLA Paid Parental Leave |

Note: Paid Parental Leave quota must be manually created by the FMLA Specialist.

Please reference the attached Paid Parental Leave Reference Guide for detailed information regarding systems processing for this leave entitlement.

**Questions?**

Policy related questions should be directed to ra-oaleave@pa.gov.

System related questions should be directed to the HR Service Center, Time Services team. FMLA specialists should direct any questions related to this alert to their central FMLA specialist. Central FMLA specialists may submit questions via an [**HR/Pay Help Desk Request**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the **Time category** or call the HR Service Center, Time Services team at 877.242.6007, Option 2.