

**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. This guide is designed to assist FMLA Specialists with systems processing.**

**Eligibility:**

- Full-time/part-time permanent employees that are represented by a union that have agreed to the terms of the side-letter and management/non-represented employees
- Meets the Family and Medical Leave Act (FMLA) eligibility requirements
  - Continuously employed by the Commonwealth for the immediate twelve (12) months preceding the qualifying event
  - Full-time employees must have worked 1250 hours during the previous 12-month period
  - Part-time employees must have worked at least 900 hours during the previous 12-month period

**Entitlement – six (6) or eight (8) weeks of paid parental leave:**

- Full-time employees – 225 hours (F7)/240 hours (F8)
- Part-time employees – hours are pro-rated based upon regular hours worked in the prior 6-month period
- Quota expires 6 months from the date of the qualifying event
- Absences must be used in full day increments
- Employees on AWS – **shall revert to their standard shift when YPAR is used**
- Six-week entitlement can be used for multiple qualifying events that began prior to 2/15/2024, however **no more than 6 weeks** of Paid Parental Leave may be used within a rolling twelve-month period. Example – employee adopts a child in January (one event) and gives birth to a child in December (second event) of the same year
- Eight-week entitlement can be used for multiple qualifying events that begin on or after 2/15/2024, however **no more than 8 weeks** of Paid Parental Leave may be used within a rolling twelve-month period. Example – employee adopts a child in March 2024 (one event) and gives birth to a child in December 2024 (second event) of the same year

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

\*Absence workflow routes to FMLA Specialist for approval and processing.

**Kronos Users** – a “dummy” absence code, “FMLA Paid Parental Leave”, was created in Kronos for users to request paid parental leave. FMLA Paid Parental Leave will follow the existing process in Kronos for other FMLA absence requests.

## **Tips and Tricks – following are some tips to keep in mind regarding paid parental leave:**

1. Overtime – YPAR does **NOT** count as hours worked for the purposes of computing overtime.  
NOTE: Does not impact double-time eligibility.
2. Additional Annual for No Sick Leave Usage – YPAR does **NOT** count as sick leave usage.
3. Holiday absences surrounded by YPAR absences should be coded as “YH.”
4. Retirement - YPAR absences are not retirement covered; refer employee to SERS.
5. Seniority/Leave Accruals/Leave Service Credit – YPAR counts towards earning
6. FMLA entitlement – YPAR absences reduce the entitlement

## **FMLA Specialist Systems Tasks**

### **Trigger – employee initiates request to use Paid Parental Leave**

- Create FMLA 12 Week Parental event in FMLA Workbench
  - Create Paid Parental Leave quota and add hours via IT2006. Reference instructions/screenshots at the end of this document.
    - Create the quota for the full six- or eight-week entitlement.
    - Quota start date is the date of the qualifying event; end date is 6 months (180 calendar days) from this date.
    - Monitor absences using entitlement in the FMLA workbench.
- NOTE: An employee may have multiple paid parental leave quotas if the employee has more than one qualifying event based upon the start and end date of the quota/event.
- Create and Link absences to FMLA 12 Week Parental event
    - After quota is created, employees can submit future Paid Parental Leave requests via ESS
  - Create task, “Reduce Remaining YPAR (24) Quota due date”, in the FMLA tracking system with the quota end date as a reminder to remove any unused quota.
  - Update quota entitlement for employee subgroup transfers (F7 to F8 or vice versa; P7 to P8 or vice versa or part-time to full-time or vice versa) HRSC, Time Systems will provide a report to FMLA Specialists. Reference instructions/screenshots at the end of this document.

### **Trigger – Run Time Evaluation Messages Display on a regular basis for XG and XH messages.**

- Error messages
  - XG – EE Sep-Sync QT24 Nbr w/Deduction
    - Generates after the “Q” separation record on IT2012 is unlocked to alert that the employee has separated with a remaining paid parental leave entitlement. User must remove remaining quota by updating the YPAR quota entitlement to match the deduction on IT2006. NOTE: this message will only generate if the Paid Parental Leave quota (QT24) end date is on or after the separation date.
  - XH – Check QT24-EE has <1 yr service
    - Generates to alert that a quota has been created for an ineligible employee. The employee has less than one year of service from the Z1 date on IT0041.

### **Additional Resources are located on the Alerts & Transaction page under Time Resources:**

- [Absence Definitions Table](#)
- [Time Evaluation Error/Warning Messages](#)

## Creating Paid Parental Leave Quota:

Step 1.

**Maintain Time Data**

Personnel no. [ ]  
 Name [ ]  
 EE group P Permanent Pers.area 81 Executive Offices  
 EE subgroup F7 Full-time 75 Cost Center 81PYRLDFLT PAYROLL DEFAULT Active

Working times | **Time quotas** | Time management data | Special absences

Infotype Text S...  
 Attendance Quotas (2007)  
**Absence Quotas (2006)**  
 Quota Corrections (2013)  
 Time Quota Compensation (0416)

Period  
 Period  
 From 10/19/2020 To 04/16/2021  
 Today  Curr.week  
 All  Current month  
 From curr.date  Last week  
 To Current Date  Last month  
 Current Period  Current Year

Direct selection  
 Infotype Absence Quotas (2006) STy 24  Paid Parental Leave

Create Paid Parental Quota via IT2006. Select Absences Quotas (2006), enter From/To date in *Period section* and 24 (Paid Parental Leave quota type) in *STy block* in *Direct selection section*. Select the Create icon.

Step 2.

Infotype Edit Goto Extras System Help

[ ]

**Create Absence Quotas (2006)**

Personal work schedule | Default values | Activity allocation | Cost assignment | Extension

Personnel No [ ] Active Payr.area 23  
 EE group P Permanent 81 Executive Offices  
 EE subgrp F7 Full-time 75 MA33 MGT A3 NPOT  
 From 10/19/2020 To 04/16/2021

Absence quota  
 Category 24 Paid Parental Leave  
 Quota number 225.0 Hours  
 Deduction 0.00000  0.00000  
 Deduction from [ ]  
 Deduction to [ ]

Enter the number of hours in the *Quota number* field. No need to enter dates in the *Deduction from/to* fields as selecting the green check mark will populate the dates.

Step 3.

The screenshot shows the SAP 'Create Absence Quotas (2006)' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons, including a 'Save' icon (a floppy disk) which is highlighted with a red box. The main area is titled 'Create Absence Quotas (2006)' and contains several input fields and buttons. A callout box points to the 'Save' icon with the text: 'Select the **Save** icon to complete. Quota is immediately available for absence entry; no need to request/wait for time evaluation.'

Personnel No: [redacted] Active: [redacted] Payr.area: 23

EE group: P Permanent 81 Executive Offices

EE subgrp: F7 Full-time 75 MA33 MGT A3 NPOT

From: 10/19/2020 To: 04/16/2021

Absence quota

Category	24	Paid Parental Leave
Quota number	225.00000	Hours
Deduction	0.00000	Neg. deduction to 0.00000
Deduction from	10/19/2020	
Deduction to	04/16/2021	

## Removing Unused Paid Parental Leave Quota:

Step 1.

**List Absence Quotas (2006)**

Personnel No [redacted] Active Payr.area Z3

EE group P Permanent 81 Executive Offices

EE subgrp F7 Full-time 75 MA33 MGT A3 NPOT

Choose 01/01/1800 To 12/31/9999 sty. [redacted]

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction
10/19/2020	04/16/2021	24	Paid Parental Leave	10/19/2020	04/16/2021	225.00000	112.50000

Via IT2006, Select Paid Parental Leave (QT24) and then select the *Change* icon.

Step 2.

**Change Absence Quotas (2006)**

Personal work schedule | Default values | Activity allocation | Cost assignment

Personnel No [redacted] Active Payr.area Z3

EE group P Permanent 81 Executive Offices

EE subgrp F7 Full-time 75 MA33 MGT A3 NPOT

From 10/19/2020 To 04/16/2021 Chg. [redacted]

Absence quota	
Category	24 Paid Parental Leave
Quota number	225.00000 Hours
Deduction	112.50000
Deduction from	10/19/2020
Deduction to	04/16/2021
	Neg. deduction to 0.00000

Change the *Hours* in the *Quota number* field to match the value in the *Deduction* field; select the green check mark and then the *Save* icon to complete.

**Change Absence Quotas (2006)**

Personal work schedule | Default values | Activity allocation | Cost assignment

Personnel No [redacted] Active Payr.area Z3

EE group P Permanent 81 Executive Offices

EE subgrp F7 Full-time 75 MA33 MGT A3 NPOT

From 10/19/2020 To 04/16/2021 Chg. [redacted]

Absence quota	
Category	24 Paid Parental Leave
Quota number	112.50000 Hours
Deduction	112.50000
Deduction from	10/19/2020
Deduction to	04/16/2021
	Neg. deduction to 0.00000

## Updating Paid Parental Leave Quota Entitlement:

Step 1.

**List Absence Quotas (2006)**

Personnel No [redacted] Active Payr.area Z3

EE group P Permanent 81 Executive Offices

EE subgrp F7 Full-time 75 MA33 MGT A3 NPOT

Choose 01/01/1800 To 12/31/9999 STy. [redacted]

Start Date	End Date	A...	Quota text	Start ded	End ded.	Number	Deduction
10/19/2020	04/16/2021		24Paid Parental Leave	10/19/2020	04/16/2021	225.00000	112.50000

Via IT2006, Select Paid Parental Leave (QT24) and then select the *Change* icon.

Step 2.

**Change Absence Quotas (2006)**

Personal work schedule | Default values | Activity allocation | Cost assignment

Personnel No [redacted] Active Payr.area Z3

EE group P Permanent 81 Executive Offices

EE subgrp F7 Full-time 75 MA33 MGT A3 NPOT

From 10/19/2020 To 04/16/2021 Chg. [redacted]

**Absence quota**

Category	24	Paid Parental Leave
Quota number	225.00000	Hours
Deduction	112.50000	Neg. deduction to 0.00000
Deduction from	10/19/2020	
Deduction to	04/16/2021	

The hours in the Quota number field may need to be increased/decreased for an employee subgroup change (F7 to F8, etc.).

Step 3.

**Change Absence Quotas (2006)**

Personal work schedule | Default values | Activity allocation | Cost assignment

Personnel No [redacted] Active Payr.area Z3

EE group P Permanent 81 Executive Offices

EE subgrp F8 Full-time 80 MA33 MGT A3 NPOT

From 10/19/2020 To 04/16/2021 Chg. [redacted]

**Absence quota**

Category	24	Paid Parental Leave
Quota number	232.50000	Hours
Deduction	112.50000	Neg. deduction to 0.00000
Deduction from	10/19/2020	
Deduction to	04/16/2021	

In this example, EE transferred from F7 to F8. EE has used 112.50 hours (3 weeks) of Paid Parental Leave; therefore, EE is only entitled to 3 more weeks of leave. Calculate the quota that the EE has remaining and update the *Quota number* field with this amount. In this example EE would be entitled to an additional 7.50 hours for a total entitlement of 232.50 hours. Select the green check mark and then the *Save* icon to complete.