





Paid Leave of Absence - Paid Parental Leave - Check List

Use action Paid Leave of Absence with the PPL reason code when an employee is placed on a paid parental leave.

If you need to extend the paid leave of absence, do so **without** returning the employee from paid leave. Don't return the employee from paid leave until the employee has **completed** the paid parental leave.

Note: The status of the position does not change. If you need to fill the position, process a fill-behind.

Complete the following tasks to process a paid parental leave of absence:

- Review the relevant policies and procedures.
- Have the employee submit a written request for the leave along with any supporting documentation.
- Process the paid leave of absence. Update the employee's record.
 1. Work Location page:
 - Select  to add a new effective-dated row.
 - Action field: Paid Leave of Absence
 - Reason field: PPL (Paid Parental Leave)
 - Expected Return Date field: Date the employee will no longer be on paid parental leave
 2. Compensation page:
 - Select 
- Record the employee's leave on the Absence Data page, if required by your agency.
- If the paid parental leave needs to be extended, process a Paid Leave of Absence - Extend Paid Leave.
- Once the employee has completed the paid parental leave, return the employee to Active payroll status by processing a Return from Leave - Return from Paid Leave.

Benefits Consequences

While on this paid leave, the insurance coverage in effect immediately prior to the employee's leave will continue. Employee and employer contributions toward insurance and other benefits are made through the payroll system. Employees on a paid leave of absence will only be sent an enrollment form and be allowed to make a change if some other elements impacting their benefits change at the same time.

Continue with your next task.