



## Office Memorandum

**Date:** November 15, 2016  
**To:** SEMA4 HR Users  
**From:** Nancy Erickson, Enterprise Human Resources, MMB  
**Subject:** Paid Leave of Absence / PPL (Paid Parental Leave) action/reason code

A new action/reason code is available in SEMA4: **Paid Leave of Absence / PPL** (Paid Parental Leave). Please use Paid Leave of Absence / PPL when an employee is placed on a paid parental leave.

A check list for processing Paid Leave of Absence / PPL transactions is attached. The next version of SEMA4 Help will include this check list.

If you have questions, please contact your SEMA4 HR Services Specialist:

Judi Kaper at 651-259-3649 or [Judi.Kaper@state.mn.us](mailto:Judi.Kaper@state.mn.us)  
Mary O'Connor at 651-259-3633 or [Mary.OConnor@state.mn.us](mailto:Mary.OConnor@state.mn.us)  
Bill Ziegler at 651-259-3761 or [William.K.Ziegler@state.mn.us](mailto:William.K.Ziegler@state.mn.us)

Attachment

Policy: [https://www.mn.gov/mmb/assets/1435-paidparentalleave\\_tcm1059-263213.pdf](https://www.mn.gov/mmb/assets/1435-paidparentalleave_tcm1059-263213.pdf)

FAQ: [https://www.mn.gov/mmb/assets/2016-1-ppl-generalmemo\\_tcm1059-263372.pdf](https://www.mn.gov/mmb/assets/2016-1-ppl-generalmemo_tcm1059-263372.pdf)