Paid Parental Leave

Payroll Administration Branch

Paid Parental Leave for Eligible Employees

Under the California Family Rights Act (CFRA), eligible school employees shall be paid a portion of their salary for parental leave taken. Effective January 1, 2017, eligible classified and certificated employees are permitted to use illness time for parental leave.

Please refer to the following Reference Guide and Policy Bulletins for more details regarding California Paid Parental Leave for Eligible District Employees:

- ❖ REF. 6874.0 - Reporting California Paid Parental Leave for Eligible Employees
- ❖ BUL. 6861.0 - California Paid Parental Leave for Eligible District Employees

This job aid provides step by step instructions on how to report the Absence/Attendance types, **PLIL (Parental Leave – Illness) and PLVA (Parental Leave – Vacation)** for eligible classified and certificated employees.

Please Note:

- Time keepers may not report **PLIL or PLVA** for day to day substitute (sub) employees, temporary employees, teacher assistants or unclassified employees.
- Time keepers must be in receipt of a completed Form No. 60.ILL or No. 60.NON-ILL prior to time entry.
- Maximum usage per day is equal to the assignment hours. No half days or reduced schedules are allowed to be reported.
- **PLIL and PLVA** hours cannot be reported in combination with any other absence codes on the same day.
- PLIL and PLVA hours can be reported on basis days (scheduled work days) only, and never on a z-day.
- Parental Leave is only permitted in two week increments or greater.
- **PLIL and PLVA** hours will only be processed during scheduled payroll runs.
- **PLIL and PLVA** hours must be reported and approved by the cut-off dates per the payroll calendars for Certificated (CE), Classified (CL), and Semi-Monthly (SM).

Use the following instructions to time report Parental Leave absences. The instructions begin from the **Time Sheet: Data Entry View.**

1. From the Drop-Down, select **Parental Leave – Illness** (**PLIL**) in the A/A Type column.

2. Enter Time

3. Select Save

1. From the Drop-Down, select **Parental Leave - Vacation (PLVA)** in the A/A Type column.

2. Enter Time

3. Select Save

Authorized Paid Parental Leave Absence Codes

Att./Absence type (1)   34 Entries found

Restrictions

PSG	A/AType	Att./abs. type text	Start Date	End Date
45	PLIL	Parental Leave - Illness	01/01/1990	12/31/9999
45	PLVA	Parental Leave Vacation	01/01/1990	12/31/9999