# **Paid Parental Leave**

## **Payroll Administration Branch**

July 10, 2017

#### 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.



- 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 zday.
- 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

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- 1. From the Drop-Down, select **Parental Leave Vacation (PLVA)** in the A/A Type column.
- 2. Enter Time
- 3. Select Save

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### Authorized Paid Parental Leave Absence Codes

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PSG	GA/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			