



Paid Parental Leave Information

The procedures for PPL are located on the leave administration website. This information should be shared with any agency personnel that administer leaves or provide information to employees about the PPL benefit.

Key Information:

- **Eligibility:**
 - Employed by King County for at least **six continuous months** at the time of the birth, adoption or foster-to-adopt placement (the qualifying event).
 - Short term temporary (STT's) and non-benefited employees are not eligible.
 - Employee must be non-represented or represented by a union that has agreed to the paid parental leave benefit. Currently, the PPL benefit is being negotiated on an annual basis.
 - Paid parental leave begins on the date of the qualifying event and **expires twelve months** later.

- **Protections/Benefits:**
 - Employee's job is protected to the same extent as protection under FMLA.
 - Employee's regular benefit package continues and since remains in a paid status (using paid parental leave accruals).
 - Paid parental leave shall run concurrently with other eligible family and medical leave laws (i.e., FMLA, KCFML, WFCA, etc.).
 - Intermittent usage of PPL is available if consistent with the county's operational needs and an agreement with the Employee's supervisor. If using other eligible family and medical leave laws (like FMLA) then the more generous rules regarding intermittent leave apply.
 - Similar to WFCA, an employee may choose which order to use their own paid accruals. For reference, this does not include how donated leave is used/administered as the rules of donated leave remain the same.
 - The ordinance provides up to twelve weeks of paid parental leave during the **twelve months** following the qualifying event.

- **Calculation:**
 - PPL eligible benefits require that HR personnel reserve one week of sick leave and one week of vacation leave when calculating the total amount of PPL accruals. These two total weeks are just for calculating the PPL benefit and can be used later as needed by the employee. See the PPL Calculator for more information.
 - The PPL calculation must use the date of the qualifying event.

- **Resources:**
 - Leave Administration Website: <http://www.kingcounty.gov/audience/employees/benefits/leaves.aspx>
 - Paid Parental Leave Calculator
 - Paid Parental Leave Procedure
 - Paid Parental Leave FAQ
 - Foster-to-Adopt Form (legal affirmation of intent to adopt)
 - PPL FAQ: <http://www.kingcounty.gov/~media/employees/benefits/documents/leaves/paid-parental-leave-faq.ashx?la=en>
 - PPL Participating Unions: <http://www.kingcounty.gov/audience/employees/pay-benefits/paid-parental-leave/union-participation.aspx>
 - Paid Parental Leave Ordinance #18408
 - Paid Parental Leave timekeeper instructions