

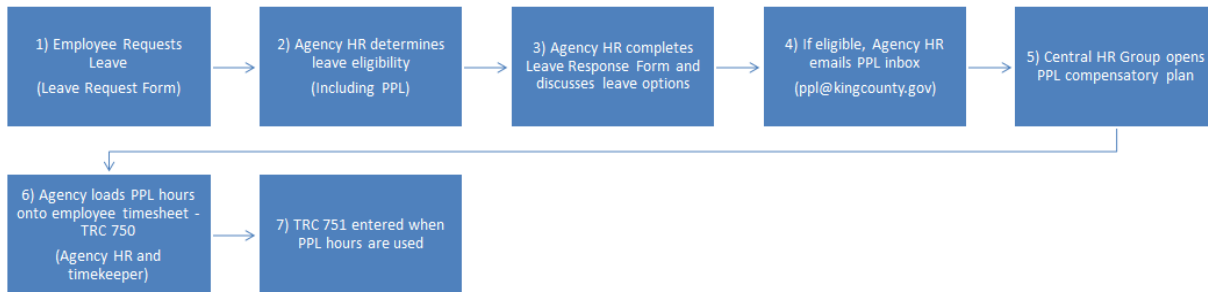
# Leave Administration Procedures | Paid Parental Leave



Human Resources Division (HRD) and Benefits, Payroll and Retirement Operations Section (BPROS)

## Paid Parental Leave (PPL):

A benefit that allows King County employees (both male and female) to receive up to 12 weeks of paid parental leave following the birth, adoption or foster-to-adopt placement of a child. The qualifying event will run concurrent with federal, state, and county family and medical leave to the fullest extent possible. For more information, please refer to King County Code 3.12.219, the *Paid Parental Leave* policy, or contact your department human resources representative.



## Employee responsibilities:

1. Notify department human resources representative and/or immediate supervisor of the need for paid parental leave at least 30 days in advance of the birth, adoption or foster-to-adopt placement of a child.
2. Discuss anticipated leave schedule and duration with department human resources representative and/or immediate supervisor. In order for paid parental leave to be used on a part-time (intermittent) basis, the leave schedule must be consistent with the County's operational needs and approved in writing by the department prior to the commencement of the leave.
3. Complete Protected Family and Medical Leave Request Form (available at: <http://www.kingcounty.gov/employees/benefits/Forms.aspx>).
4. Submit completed Protected Family and Medical Leave Request Form and acceptable documentation of birth, adoption or foster-to-adopt placement of child to department human resources representative.
5. If the employee does self-time entry; the employee should use the appropriate PeopleSoft time reporting code (TRC) for supplemental paid parental leave time. Applicable TRC codes for supplemental paid parental leave include: 751, 754 and 755 depending on whether the employee qualifies for FMLA and/or KCFML.

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Human Resources Division (HRD) and Benefits, Payroll and Retirement Operations Section (BPROS)

Timesheet

Employee ID  
Empl Record 0  
Earliest Change Date 10/10/2015

Actions  
Select Another Timesheet

\*View By Day  
\*Date 10/29/2015  
Scheduled Hours 8.000 Reported Hours 400.000 Proration of Labor Costing.xlsx

Thursday 10/29/2015

	Thu 10/29	Total Time	Reporting Code	Reason Code	Job Code	Step	Combination Code	ChartFields
	400.000	400.000	Parental Leave Granted - 750					ChartFields
	8.000		Parental Leave Taken - 751					ChartFields

Submit

By saving this page, I certify that I have reported all the hours that I worked and I attest to the accuracy of my time entry.

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions

Reported Time Status

Date	Reported Status	Total TRC	Description	Comments
10/29/2015	Needs Approval	400.000 750	Parental Leave Granted	

Return to Select Employee

## Employer responsibilities:

1. Department human resources representative and/or employee's supervisor communicates available leave options with employee after being notified by employee of the need for parental leave. Employee may qualify for federal, state, and county leaves in addition to paid parental leave following the birth, adoption or foster-to-adopt placement of a child.
2. Department human resources representative reviews completed Protected Family and Medical Leave Request Form and documentation of birth, adoption or foster-to-adopt placement of a child from employee.
3. Department human resources representative and/or employee's immediate supervisor discusses with employee his or her anticipated leave schedule to ensure it is consistent with County operations, and documents the approved schedule in writing.
4. Department human resources representative calculates employee's supplemental paid parental leave (if applicable) based on employee's available paid accrued leave at the time of the qualifying event. In the calculation of the employee's supplemental paid parental leave, the employee is allowed to keep one week of sick and one week of vacation leave.
5. Department human resources representative completes King County's Protected Family and Medical Leave Response Form and provides a completed copy to employee (available at: <http://www.kingcounty.gov/employees/benefits/Forms.aspx>).
6. Department human resources representative notifies employee to use the appropriate PeopleSoft time reporting code (TRC) for supplemental paid parental leave if the employee does self-time entry. Applicable TRC codes for supplemental paid parental leave include: 751, 754 and 755 depending on whether the employee qualifies for FMLA and/or KCFML.
  - a. If the employee is pre-approved for part-time paid parental leave, when necessary the employee may use PPL in partial-day increments without changing their FLSA-exempt status. If an employee does not have enough supplemental paid parental leave for the workday, they may use other types of paid accrued leave for the remaining hours.
  - b. Timekeeping reminder: If using accrued paid parental leave for partial day accruals for an FLSA-exempt employee, you must also enter regular or other paid accruals to total the employee's normally scheduled day, in order for the employee to be paid for those hours. For example, if an employee is using 4 hours of paid parental leave and working the other 4 hours, then you must manually enter the regular hours or the employee will not be paid for those regular hours.
7. Department human resources representative emails a completed copy of the King County Protected Family and Medical Leave Response Form to [ppl@kingcounty.gov](mailto:ppl@kingcounty.gov) to enroll the employee into the supplemental paid parental leave compensatory plan (if applicable).

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- Department human resources representative notifies department timekeepers to grant the employee the appropriate supplemental paid parental leave hours using PeopleSoft time reporting code (TRC) 750 (if applicable).

Timesheet

Employee ID  
Empl Record 0  
Earliest Change Date 10/10/2015

Actions ▾  
Select Another Timesheet

\*View By Day  
\*Date 10/29/2015  
Scheduled Hours 8.000 Reported Hours 0.000 Proration of Labor Costing.xlsx

Thursday 10/29/2015

	Thu 10/29	Total Time Reporting Code	Reason Code	Job Code	Step	Combination Code	ChartFields
	400.000	Parental Leave Granted - 750					ChartFields
							ChartFields
							ChartFields

Submit

By saving this page, I certify that I have reported all the hours that I worked and I attest to the accuracy of my time entry.

Reported Time Status Summary Leave / Compensatory Time Exceptions

Reported Time Status Personalize | Find | 1 of 1

Date	Total TRC	Description	Comments
	0.000000		

[Return to Select Employee](#)

- Department human resources representative files a copy of the King County Protected Family and Medical Leave Request Form, documentation of the qualifying event and the King County Protected Family and Medical Leave Response Form in the employee's separate medical file.
- Department human resources representative enters appropriate PeopleSoft Action/Reason leave code (PLA/MAT) into the job data row of the employee's electronic personnel file.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | KC Job Data

Employee: [Redacted] Empl ID: [Redacted]  
Empl Record 0

Work Location: [Redacted] Find | View All | First 1 of 2 | Last

\*Effective Date 01/04/2016  
Effective Sequence 0  
HR Status Active  
Payroll Status Leave With Pay  
\*Action Paid Leave of Absence  
\*Reason MAT-Pd FMLA/KMPML Mat/Pat/Adp  
\*Job Indicator Primary Job

Position Number [Redacted]  
Position Entry Date 01/07/2012  
Position Management Record

Regulatory Region USA United States  
Company KC King County  
Business Unit KCBUE King County Business Unit  
Department 10850 DOT-North Base

Department Entry Date [Redacted]  
Location KD131 North Base  
Establishment ID 0001 King County Government Date Created 01/04/2016

Organizational Rollup DOT > Transit > Vehicle Maintenance > Bases > DOT-North Base

Last Start Date 04/11/2011  
Expected Job End Date  
Expected Return Date  
Last Data Worked [Redacted]  Override Last Date Worked

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | KC Job Data

- When employee returns to work, department human resources representative enters

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appropriate PeopleSoft Action/Reason leave code (RFL/RFL) to document the end of paid parental leave in the employee's electronic personnel file. If pre-approved, employee may continue to use paid parental leave intermittently after returning to work.

The screenshot shows the 'Work Location' form in PeopleSoft. The form is titled 'Work Location' and includes a 'Find' button and 'View All' options. The 'Effective Date' is set to 01/07/2016. The 'HR Status' is 'Active' and the 'Payroll Status' is 'Active'. The 'Action' is 'Return from Leave' and the 'Reason' is 'RFL-Return From Leave'. The 'Job Indicator' is 'Primary Job'. The 'Position Number' is [REDACTED] and the 'Position Entry Date' is 01/07/2012. The 'Regulatory Region' is 'USA' and the 'Company' is 'KC'. The 'Business Unit' is 'KCBUS' and the 'Department' is '10850'. The 'Location' is 'KD131' and the 'Establishment ID' is '0001'. The 'Organizational Rollup' is 'DOT > Transit > Vehicle Maintenance > Bases > DOT-North Base'. The 'Date Created' is 01/04/2016. The form also includes tabs for 'Job Date', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Update/Display', and 'Include History'.