

HRIS – Human Resources Information Solution

RESOURCE GUIDE: AGENCY FMLA

SPECIALIST-

PAID PARENTAL LEAVE PROCESSING GUIDE

PAID PARENTAL LEAVE

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Paid Parental Leave

Overview

What is Paid Parental Leave?

Paid Parental Leave is a new paid leave program being piloted per the State Personnel System (SPS) Rule R2-5A-103.B.2. This program is available to eligible employees who are becoming parents via having a newborn child, having a new foster, or adopted child placed in the household on or after January 1, 2023. Employees should be advised that the Department may modify, alter, revoke, suspend, terminate, or change any of the provisions of this Pilot Program, in whole or in part, and may do so at any time. This program is subject to the availability of funding.

Paid Parental Leave is a new additional paid leave category that is available to eligible state employees who have worked for a state agency for a total of 12 months during the past 7 years, who have worked a minimum of 1250 hours during the past year from the date of the qualifying event or the time the leave begins, and who are becoming parents via having a newborn child or having a new foster or adopted child placed in the household. **(Some exceptions apply until 09/01/24.)**

Employees may use up to 12 weeks of this paid leave within the 12-month period from the date of birth or placement of the new child in the household. Eligible part-time employees receive a prorated benefit. An employee must have a current and ongoing parental role in connection with the birth or placement of a son or daughter for foster care or adoption. If an employee is eligible for Family Medical Leave Act (FMLA) Leave, Paid Parental Leave shall run concurrently with FMLA Leave.

Eligible Employees Entitlement

Twelve (12) workweeks of leave in a 12-month period for:

- **The birth of a child and to care for the newborn child within one year of birth**
- The placement with the employee of a new child for adoption or foster care and to care for the newly placed child within one year of placement.

FMLA - Paid Parental Leave Eligibility

Paid Parental Leave is a new paid leave program being piloted per the State Personnel System (SPS) Rule R2-5A-103.B.2. **This program is available to eligible employees who are becoming parents via having a newborn child or having a new foster or adopted child placed in the household on or after January 1, 2023.** Employees should be advised that the Department may modify, alter, revoke, suspend, terminate, or change any of the provisions of this Pilot Program, in whole or in part, and may do so at any time. This program is subject to the availability of funding.

An eligible employee for the purposes of Paid Parental Leave is an employee who is:

On or after January 1, 2023, and upon the birth or new placement of a child, is an employee of the state of Arizona, and at the commencement of taking paid Parental Leave:

- Has been employed by the state of Arizona for at least 12 months during the past 7 years; and

- Has worked a minimum of 1250 hours during the past year (paid leave does not count towards this requirement, only hours worked)
An agency head shall not extend paid leave under this Pilot Program to an ineligible employee.

****NEW Policy UPDATE as of October 18, 2023**

A temporary exception has been made to the eligibility requirements for the first year of the plan. This exception will allow an employee who would meet the eligibility requirements sometime within the 12 months following the date of birth or placement of the child (that occurred on or after January 1, 2023), to utilize the PPL immediately. This means employees who will become eligible in the near future will not have to wait to utilize PPL. This exception expires September 1, 2024. The policy can be found [here](#) for reference.

Paid Parental Leave should run concurrently with FMLA if the employee is eligible. However it can also be used if the employee is not FMLA eligible at the time of applying for the PPL leave. It is important to set these up correctly as discussed below.

How to determine when an employee is eligible for FMLA

1. Login to HRIS
2. Open the LP60 screen (Employee Service Inquiry)
3. Enter “1” in Company field
4. Enter employee’s “EIN” in the Employee field
5. Select ELG for the Service Class field
6. Leave Service Code blank
7. Enter the previous 12 month date range in the Date Range field (example: if the FMLA beginning leave date is 8/1/2012 then the date range would be 8/1/2011 to 8/1/2012)
8. Click Inquire
9. Click Totals
10. Total hours worked are listed in the “Total Service Hours” row in the LP60.3 (Employee Service Totals)

After you determine that an employee is eligible for FMLA, and the record has been entered into the system, HRIS will automatically grant the employee the initial FMLA balance and then each pay period the system will determine the amount of hours he or she is eligible for based on the 12-month rolling calendar. Note: ELG hours in HRIS do not capture Comp Time. This time refers to hours worked and would count towards Eligibility. If hours are not met, HR should check (CTE) comp time.

1. Processing for FMLA Eligible

How to establish an FMLA case and allot hours to the Paid Parental Leave Plan

Employees with existing open FMLA plan

Set up an FMLA case for FMLA-BIRTH. When the employee has FMLA leave time available and takes FMLA leave concurrent with the PPL, (time records with a 341F pay code), both the FMLA balance and Paid Parental Leave balance will be decremented. Other FMLA pay codes will adjust balances as they normally do (e.g. - 300F will decrement the employee’s annual leave balance along with the FMLA balance).

This is a **two-step process** that involves setting up the FMLA case on the XT51.1 form and also setting up the Paid Parental Leave plan on the LP70 form. **Both steps must be completed to ensure the employee’s leave plan balances are updated.**

Since the State of Arizona uses a “rolling calendar” for FMLA, the employee could be granted back hours in each pay period that were used in the previous year with a previous FMLA case. As these hours are granted by the HRIS system, you must use pay code 341F first for the FMLA usage. Once FMLA leave hours are no longer available, then continue with the Paid Parental Leave hours (pay code 341). As the leave progresses, you may have to monitor and switch between pay codes each pay period. Also an employee can have more than one open FMLA case.

Step 1: Create the FMLA plan using the XT51.1

1. Enter Company = 1, and EIN for the approved Employee.

2. Leave Number should be left blank. HRIS will assign the case number.
3. Enter the Request Date, Eligibility Start, and Eligibility End dates.
4. Reason for Leave MUST be FMLA-BIRTH to receive Paid Parental Leave.
5. Reason Class is blank if not using Intermittent Leave.
6. Leave Status = APPROVED or PENDING.
7. Click Add. Allow to process overnight. The employee should have hours in their FMLA leave plan the next day unless their hours are exhausted. Hours can be verified on the LP31 screen.

Step 2: Create the Paid Parental Leave Allotment using the LP70.1 form

1. Company = 1.
2. Employee - EIN for Employee Approved for Parental Leave.
3. Enter FC field = A (Add)
4. Enter Plan = PARENTAL
5. Enter Struct Grp = LPPARENTAL
6. Amount = 480.00
7. Transaction Type = 3 (Adj Available)
8. Position = blank
9. Trans Date = Date of Leave Approval
10. Amount Type = 1 (Hours)
11. Description(bottom of LP70.1 form) = APPVD FOR XXX HRS PPL

12. Click Add. Allow to process overnight. Employees should have 480 hours showing for Parental Leave on the LP31 form the next day.
13. The next day, go to LP31.1. An Accrual End date can be entered on this form on the Dates tab. Use this to set the date the Paid Parental Leave should end.

LP31.1 - Employee Absence Plan Master

Company: 100 STATE OF ARIZONA

Employee: 999999 PAID PARENTAL LEAVE

Absence Plan: PARENTAL PAID PARENTAL LEAVE

Structure Group: LPPARENTAL PAID PARENTAL LEAVE

Position:

Master Entry: 09/02/2023

Accrual End:

Master End:

Master Override: No override

Service Begin: 11/01/1994

Accrual From:

Accrual Start:

Allotment Begin: 09/02/2023

Allotment Point: 09/02

Eligibility Begin: 11/01/1994

Also Review the Balances tab to verify the correct hours were processed the preceding night.

LP31.1 - Employee Absence Plan Master

Company: 100 STATE OF ARIZONA

Employee: 999999 PAID PARENTAL LEAVE

Absence Plan: PARENTAL PAID PARENTAL LEAVE

Structure Group: LPPARENTAL PAID PARENTAL LEAVE

Position:

Available Hours: 480.000000

Accrued Hours:

Allotment Hours:

Reserved Hours:

For more information on LP70 processing, please consult the Manual Transaction Resource Guide

https://hr.az.gov/sites/default/files/2022-06/AGYABSENCEMGT_Manual%2520Transactions_0.pdf

Pay Code Use for FMLA Eligible / Paid Parental Leave

If the employee is FMLA eligible and has a balance of FMLA hours available, it is important that hours taken be reported by using pay code 341F first. This ensures both the FMLA and Paid Parental Leave balances are decreased.

Once the FMLA portion of hours have been exhausted, pay code 341 should be used for any remaining Paid Parental Leave balance. This could occur if the employee had used FMLA for reasons other than the birth of a child, or if PPL was approved under the policy

exception (effective through September 1, 2024), prior to FMLA eligibility.

Holiday Leave

There have been questions about what pay code to use with Holiday Leave and Paid Parental Leave. When on Paid Parental Leave you would use pay code 341F or 341 as described above for the day before and after the paid Holiday. The Holiday itself would use paycode 320F for FMLA hours or paycode 320 for Paid Parental Leave.

2. Processing for Non-Eligible FMLA

Note: At this time, the agency must monitor their Paid Parental Leave dates manually if the employee is not eligible for FMLA. They would not be able to use pay code 341F until the employee is FMLA eligible and an FMLA case is set up.

Create the Paid Parental Leave Allotment using the LP70.1 form

| FC | Plan | Struct Grp | Amount | Transaction Type | Status |
|----------|-----------|-------------|-------------|------------------|---------------|
| Position | Tran Date | Amount Type | Description | | |
| A | PARENTAL | LPPARENTAL | 480.00 | 03 | Adj Available |
| | | 09/02/2023 | 1 Hours | | |
| | | | | | |
| | | | | | |

- 14. Company = 1.
- 15. Employee - EIN for Employee Approved for Parental Leave.
- 16. Enter FC field = A (Add)
- 17. Enter Plan = PARENTAL
- 18. Enter Struct Grp = LPPARENTAL
- 19. Amount = 480.00
- 20. Transaction Type = 3 (Adj Available)
- 21. Position = blank
- 22. Trans Date = Date of Leave Approval
- 23. Amount Type = 1 (Hours)
- 24. Description(bottom of LP70.1 form) = APPVD FOR XXX HRS PPL

More

| Description | Transaction Code |
|-----------------------|------------------|
| APPVD FOR 480 HRS PPL | QE |

[09:50:11 - LP70.1] Ready

25. Click Add. Allow to process overnight. Employees should have 480 hours showing for Parental Leave on the LP31 form the next day.
26. The next day, go to LP31.1. An Accrual End date can be entered on this form on the Dates tab. Use this to set the date the Paid Parental Leave should end.

Menu LP31 Go

LP31.1 - Employee Absence Plan Master

Data View | Special Actions | + Add | Change | Delete | Previous | Inquire

Company: 100 STATE OF ARIZONA

Employee: 000000000

Absence Plan: PARENTAL PAID PARENTAL LEAVE

Structure Group: LPPARENTAL PAID PARENTAL LEAVE

Position:

Dates | Balances | Carryover | GL Accounts | Override Tables | Payroll

Master Entry: 09/02/2023

Accrual End: [Date Picker]

Master End: [Date Picker]

Master Override: No override

Service Begin: 11/01/1994

Accrual From: [Date Picker]

Accrual Start: [Date Picker]

Allotment Begin: 09/02/2023

Allotment Point: 09/02

Eligibility Begin: 11/01/1994

Also Review the Balances tab to verify the correct hours were processed the preceding night.

LP31.1 - Employee Absence Plan Master

Data View | Special Actions | + Add | Change | Delete | Previous | Inquire

Company: 100 STATE OF ARIZONA

Employee: 000000000

Absence Plan: PARENTAL PAID PARENTAL LEAVE

Structure Group: LPPARENTAL PAID PARENTAL LEAVE

Position:

Dates | **Balances** | Carryover | GL Accounts | Override Tables | Payroll

Available Hours: 480.000000

Accrued Hours

Allotment Hours

Reserved Hours

For more information on LP70 processing, please consult the Manual Transaction Resource Guide

https://hr.az.gov/sites/default/files/2022-06/AGYABSENCEMGT_Manual%2520Transactions_0.pdf

Pay Code Use for FMLA Non-Eligible / Paid Parental Leave

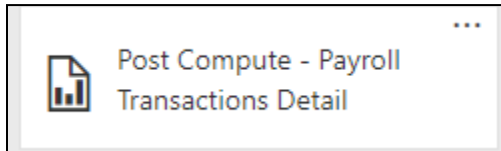
Until the employee has FMLA hours available, pay code 341 will be available to use. **If the employee becomes FMLA eligible and FMLA hours are allotted, it is important that all hours be reported using pay code 341F first. This ensures both the FMLA and Paid Parental Leave balances are both decreased. Once the FMLA portion of hours have been exhausted, pay code 341 will be used for any remaining Paid Parental Leave balance. Pay code 341 cannot be used prior to 9/2/2023.**

Holiday Leave

There have been questions about what pay code to use with Holiday Leave and Paid Parental Leave. **When on Paid Parental Leave you must be in pay status for the day before and after the paid Holiday. The Holiday itself would be coded as 320F or 320.**

Reporting

Currently there is a Data Warehouse report showing pay code usage in **Agency Payroll** reports.



There is also an FMLA report by agency or process level in the Agency FMLA folder that details the Eligibility dates, FMLA Reason, Status and Sick, Annual and FMLA balances that would be very useful to agencies.

| REQUEST DATE | ELIG START | ELIG END | LEAVE REASON | REASON CLASS | TITLE | INTERMITTENT STATUS | LEAVE NBR | LEAVE STATUS | SICK BAL | ANNUAL BAL | FMLA BAL |
|--------------|------------|------------|--------------|--------------|-----------------------------------|---------------------|-----------|--------------|------------|------------|------------|
| 8/14/2023 | 9/25/2023 | 10/15/2023 | FMLA-SELF | | ACCOUNTING SPECIALIST MANAGER | | 1 | CLOSED | 86.300000 | 77.640000 | 0.000000 |
| 9/8/2023 | 11/30/2023 | 12/30/2023 | FMLA-BIRTH | | ADMINISTRATIVE SERVICES OFFICER 2 | | 2 | APPROVED | 116.650000 | 133.580000 | 480.000000 |
| 9/8/2023 | 11/30/2023 | 11/29/2024 | FMLA-BIRTH | FML | ADMINISTRATIVE SERVICES | INTERMITTENT | 3 | APPROVED | 116.650000 | 133.580000 | 480.000000 |

Additionally the HRIS report LP264 is available for monitoring.

- [Additional Documentation:](#)
- [Family Sick and Paid Parental Leave Pilot Program](#)
- [Scenarios and Frequently Asked Questions](#)