

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 – 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)**, **PLVA (Parental Leave – Vacation)**, and **PLVS (Parental Leave – Vested Vacation)** for eligible classified and certificated employees.

Please Note:

- Time keepers may not report **PLIL, PLVA, PLVS** 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, PLVA, and PLVS** hours cannot be reported in combination with any other absence codes on the same day.
- **PLIL, PLVA, and PLVS** 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, PLVA, and PLVS** hours will only be processed during scheduled payroll runs.
- **PLIL, PLVA, and PLVS** 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**.

- The cost center will default to your assigned profile.
- From the Drop-Down, select the appropriate Data Entry Profile.

Note: In this example, we are using Data Entry Profile AA-HRS-1 and Key date 10/18/2017.

- Enter Personnel Number.

- Key date will “Default” to Current Date. Change if necessary.
- Select Enter Times.

Time Sheet: Initial Screen

4. Select Enter Times

1. Select Data Entry Profile: AA-HRS-1

Data Entry
 Data Entry Profile: AA-HRS-1
 Key date: 10/18/2017
 Absence & Attendance Hours for ONE employee

3. “Default” Change the Key date if necessary

Personnel Selection
 Personnel Number: [Empty field]
 2. Enter Personnel Number

The Time Sheet: Data Entry View will display. Update the time sheet as needed.

- From the Drop-Down, select the A/A Type.
- Enter Time.
- If necessary, enter funding information.
- Select Save.

Time Sheet: Data Entry View

5. Select Enter Times

Person ID: [Empty] Job: 24101340 Pay Spec II / Pa
 Assignment Hrs.: 8.00
 WS rule: GA_08 TM status: 9
 Payroll area: SM Personnel area: 1DXX Pers. subarea: AGXX EE group: C EE subgroup: R1 Average Benefit Hours: 0.00
 Personnel Number: [Empty] Cost Ctr: 1057401 Payroll Administration Branch
 Data Entry Period: 10/16/2017 - 10/31/2017 Week: 42.2017

Data Entry Area		10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	Rec. CCtr	RecFund	Rec.FuncAr
L.	A/AType	W...	MU	P.																
			H		8	8	8	8	8	0	0	8	8	8	8	8	8			
			H		0	0	0	0	0	0	0	0	0	0	0	0	0			
	PLIL				8															
	PLVA					8														
	PLVS						8													

From the Drop-Down, select A/A Type

Enter Time

Enter the Cost Center, Fund, and Functional Area if needed



Only **ATTENDANCE** codes are applicable to A/A Type. Click on the match code for a list of values to select from.

Authorized Paid Parental Leave Absence Codes

Att./Absence type (1) 45 Entries found

Restrictions

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PSGA/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
45 PLVS	Parental Leave VacationVS	01/01/1990	12/31/9999