LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE:	**Reporting California Paid Parental Leave for Eligible District Employees**	**ROUTING** All Schools and Offices Administrators School Administrative Assistants Time Keepers Time Approvers
NUMBER:	REF-6874.0	
ISSUER:	V. Luis Buendia, Controller Accounting and Disbursements Division	
DATE:	July 10, 2017	

PURPOSE: The purpose of this Reference Guide is to provide information to administrators, time-reporting personnel, and affected employees, on time entry instructions for California paid parental leave for eligible employees.

MAJOR CHANGES: This is a new reference guide.

BACKGROUND: The Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) provide eligible employees with protected, unpaid time off for the birth, adoption, or foster care placement of a child of the employee. FMLA and CFRA absences run concurrently.

California Education Code Sections 44977.5 and 45196.1, mandate that eligible school employees be paid a portion of their salary for parental leave taken under CFRA.

The eligibility requirements for paid parental leave are different from the requirements for FMLA/CFRA and are further explained in Section II of the Guidelines in BUL-6861.0 - California Paid Parental Leave for Eligible District Employees.

Eligible classified and certificated employees are permitted to use illness time for parental leave. If and when the employee exhausts all available illness time, the District will continue to provide the employee with 50 percent of his or her regular salary for the remaining portion of the 12-workweek period of parental leave.

EMPLOYEES: As an eligible employee, following the instructions outlined below will enable the time keeper and time approver to perform the functions necessary to facilitate timely compensation.

1. Provide Site Administrator with 30 days advanced notice of the need to take parental leave when the need is foreseeable or as soon as is practicable based

upon the facts and circumstances.

2. Complete the Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL, Rev.7/10/2017) if requesting illness or unpaid or the Certification/Request of Absence for Non-Illness (Form No.60.NON-ILL; Rev 7/10/2017) if requesting vacation.

3. When completing Form No. 60.ILL, mark/select D under #3 for appropriate type of leave. For Form No. 60.NON-ILL, mark/select J under #3 for appropriate type of leave.

4. Complete all required information in the boxes for FMLA/CFRA INFORMATION and IMPORTANT LAUSD INFORMATION.

5. Form No. 60.ILL can be found at http://achieve.lausd.net/cms/lib08/ill and Form No. 60. NON-ILL at http://achieve.lausd.net/cms/lib08/non-ill.

6. Submit Form No. 60.ILL or Form No. 60.NON-ILL to your administrator for approval.

7. Verify or view the status of hours reported and approved via the Time Statement and/or viewing the Online Pay Stub by logging into the LAUSD Employee Self Service website at https://selfservice.lausd.net.

8. Print the payroll calendar that is most applicable; Certificated (CE), Classified (CL) or Semi-Monthly (SM).

9. Be mindful of the payroll cut-off deadlines and the date in which forms are submitted to the administrator. Hours that are reported by the time keeper and approved by the administrator for each payroll area deadline (CE, CL, SM) will be paid according to the designated calendar pay dates; no exceptions.

TIME KEEPERS: As the time keeper, following the instructions outlined below will help eligible employees receive timely compensation.

1. For time entry instructions, please see the Job Aid Paid Parental Leave, dated July 10, 2017 (Attachment A).

2. School and office personnel are required to make Forms No. 60.ILL (Revised 7/10/17) and No. 60.NON-ILL (Revised 7/10/17) available to employees.

3. Must be in receipt of a completed and administrator acknowledged Form No. 60.ILL or No. 60.NON-ILL for each employee requesting paid parental leave prior to time entry.

4. Use the applicable four character time entry absence code PLIL (Parental Leave – Illness) or PLVA (Parental Leave – Vacation).

5. Verify employee eligibility and available illness or vacation balances.

6. Time report the appropriate hours by the deadline established on the Cut-Off and Pay Dates for CATS Time Reporting payroll calendar.

7. Maintain the records substantiating the time reported to Payroll Administration for five years.

8. Failure to report the time and have it approved by 6:00 p.m. per the payroll

deadline, will delay compensation to employees.

TIME APPROVERS:

As the administrator and time approver, following the instructions outlined below will help eligible employees receive timely compensation.

1. Authorize by signing the Administrator/Supervisor's acknowledgement on the employee submitted Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL – Revised 7/10/17) or Certificated/Request of Absence for Non-Illness (Form No. 60. NON-ILL – Revised 7/10/17).
2. Mark all applicable boxes under the section For Administrator/Supervisor on the employee submitted Certification/Request of Absence for Illness, Family Illness, New Child form (Form No. 60.ILL) or Certificated/Request of Absence for Non-Illness (Form No. 60. NON-ILL).
3. Time Approve the appropriate hours by the deadline established on the Cut-Off and Pay Dates for CATS Time Reporting payroll calendar.
4. Failure to approve the time by 6:00 p.m. per the payroll deadline, will delay compensation to employees.

FORM NO. 60.ILL:

When completing the Certification/Request of Absence For Illness, Family Illness, New Child form (Form No. 60.ILL), mark/select D under #3 for the appropriate type of leave as seen below:

D) Parental Leave (Birth of a child/ Newly adopted/ New foster care)

FORM NO. 60.NON-ILL:

When completing the Certification/Request of Absence For Non-Illness (Form No. 60.NON-ILL), mark/select J under #3 for the appropriate type of leave as seen below:

J) Paid Vacation Parental Leave (Birth of a child/ Newly adopted/ New foster care)

PAYROLL CALENDARS:

The 2017-2018 payroll calendars for Certificated (CE), Classified (CL), Semi-Monthly (SM and Cut-Off and Pay Dates for CATS Time Reporting as seen below can be found on the Calendar/Time Cards section on the Payroll Administration website at http://achieve.lausd.net/payroll. Payroll calendars are posted to the Payroll Administration website every fiscal year.

PAYROLL CALENDARS:

Los Angeles Unified School District
2017 - 2018 Certificated Calendar (CE)

Legend: Cut-off for CATS Time Reporting Approval | Pay Day | Holiday | * Holiday and Pay day

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

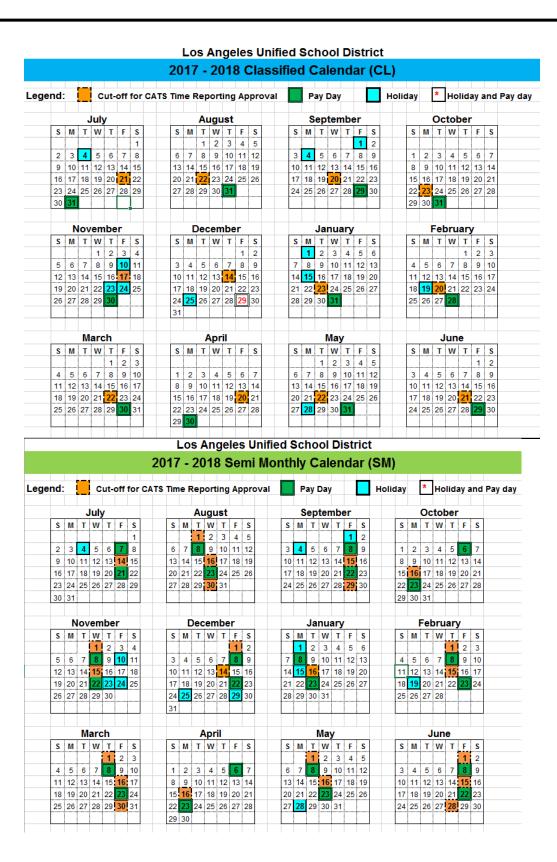| S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

PAYROLL CALENDARS:

Los Angeles Unified School District
2017 - 2018 Classified Calendar (CL)

Legend: ☐ Cut-off for CATS Time Reporting Approval ■ Pay Day ■ Holiday * Holiday and Pay day

July	August	September	October
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2	1 2 3 4 5 6 7
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31
30 31			

November	December	January	February
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1 2	1 2 3 4 5 6	1 2 3
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
26 27 28 29 30	24 25 26 27 28 29 30	28 29 30 31	25 26 27 28
	31		

March	April	May	June
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	1 2
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30

Los Angeles Unified School District
2017 - 2018 Semi Monthly Calendar (SM)

Legend: ☐ Cut-off for CATS Time Reporting Approval ■ Pay Day ■ Holiday * Holiday and Pay day

July	August	September	October
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2	1 2 3 4 5 6 7
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31
30 31			

November	December	January	February
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1 2	1 2 3 4 5 6	1 2 3
5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
26 27 28 29 30	24 25 26 27 28 29 30	28 29 30 31	25 26 27 28
	31		

March	April	May	June
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	1 2
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23
25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30

PAYROLL CALENDARS:

2017-2018 Cut-Off and Pay Dates For CATS Time Reporting			
PAY PERIOD	**CUT-OFF DATES**	**PAY DATES**	**PAYROLL AREA**
Scheduled Off-cycles	Wednesday, July 5, 2017	Wednesday, July 12, 2017	Certificated & Classified Off-cycles
07/01/2017 - 07/15/2017	Friday, July 14, 2017	Friday, July 21, 2017	Semi-Monthly
07/01/2017 - 07/31/2017	Friday, July 21, 2017	Monday, July 31, 2017	Classified
07/01/2017 - 07/31/2017	Wednesday, July 26, 2017	Friday, August 4, 2017	Certificated
07/16/2017 - 07/31/2017	Tuesday, August 1, 2017	Tuesday, August 8, 2017	Semi-Monthly
Scheduled Off-cycles	Friday, August 4, 2017	Friday, August 11, 2017	Certificated & Classified Off-cycles
08/01/2017 - 08/15/2017	Wednesday, August 16, 2017	Wednesday, August 23, 2017	Semi-Monthly
08/01/2017 - 08/31/2017	Tuesday, August 22, 2017	Thursday, August 31, 2017	Classified
08/01/2017 - 08/31/2017	Thursday, August 24, 2017	Tuesday, September 5, 2017	Certificated
08/16/2017 - 08/31/2017	Wednesday, August 30, 2017	Friday, September 8, 2017	Semi-Monthly
Scheduled Off-cycles	Tuesday, September 5, 2017	Tuesday, September 12, 2017	Certificated & Classified Off-cycles

RELATED RESOURCES: BUL-6861.0, California Paid Parental Leave for Eligible District Employees
BUL-XXXX.X, New Certification of Absence Forms
Attachment A – Job Aid, Paid Parental Leave

ASSISTANCE: For assistance or further information, please contact Payroll Customer Services at (213) 241-2570.