

For employees who meet the eligibility requirements for Paid Parental Leave, the following modifications have been implemented in eSTART.

NOTE: Paid Parental Leave requirements and forms were disseminated to Personnel Managers by State Personnel's Legal Division. This information will also be available under the Agency Services portion of the State Personnel website for future reference.

Timecards

Two new pay codes have been added for Paid Parental Leave.

PAID PARENTAL LEAVE 2 TAKEN

PAID PARENTAL LEAVE 8 TAKEN

These may be added directly to an employee's timecard when necessary for an eligible employee. The number of hours entered will be reflected in the Totals section at the bottom of the timecard.

Two new pay codes have been added for FMLA Paid Parental Leave.

FMLA PAID PARENTAL LEAVE 2 TAKEN

FMLA PAID PARENTAL LEAVE 8 TAKEN

These pay codes can be added when Paid Parental Leave is used with FMLA.

Two new accrual buckets have been added to the Accruals tab at the bottom of the timecard as shown below. The accruals will have an initial balance of zero. Once used, the balance will reflect a negative amount. The balances will be reset with HRM twice a month.

Totals	Accruals	Historical Corrections	Audits		
Accrual Code	Accrual Reporting Period	Accrual Available Balance	Accrual Planned Takings	Accrual Pending Grants	Accrual Ending Balance
PAID PARENTAL LEAVE 2	Wed 1/01 - Wed 12/31	0:00	0:00	0:00	0:00
PAID PARENTAL LEAVE 8	Wed 1/01 - Wed 12/31	0:00	0:00	0:00	0:00

Leave Case for Paid Parental Leave

Paid Parental Leave has been added to Birth and Adoption Foster Care leave cases. See **Note** above for obtaining any forms needed. On the **Eligibility and Leave Types** page, two new types will be available. As before, any types that will not be used must be de-selected. Only one Paid Parental Leave Type should remain selected and there will be no cascade between the two.

ELIGIBILITY & LEAVE TYPES

Leave Start Date	7/07/2025	Leave End Date	7/18/2025	Initial Leave Request Date	6/26/2025
Employee is eligible for the following Leave Type(s) as of Leave Start Date:					
* Leave Balances as of		7/01/2025	Apply	Check Eligibility →	Bypass Eligibility Check →
				Grant Leave →	
Use in this Leave Case	Paid Leave Type	Committed Hours	Available Balance		
<input checked="" type="checkbox"/>	AL - PPL2 Tracker	0:00	80:00		
<input type="checkbox"/>	AL - PPL8 Tracker	0:00	320:00		
<input type="checkbox"/>	LV - Annual	0:00	480:00		
<input type="checkbox"/>	LV - Comp	0:00	0:00		
<input type="checkbox"/>	LV - Excess Annual	0:00	8:45		
<input type="checkbox"/>	LV - Excess Sick	0:00	0:00		
<input type="checkbox"/>	LV - Leave Without Pay	0:00	9999:00		
<input type="checkbox"/>	LV - Long Leave Without Pay	0:00	9999:00		
<input type="checkbox"/>	LV - Personal	0:00	0:00		
<input type="checkbox"/>	LV - Sick	0:00	689:00		

Once the Leave Case process has been completed, the hours may be committed to the timecard from the Leave Calendar, as with any other type of case.

LEAVE CALENDAR

GENERAL		LEAVE REQUESTS		LEAVE CALENDAR		TAKINGS LIST		AUDITS	
Save	Save & Return	Return	Refresh	Day Detail	Select an Action				
Time Period		Range of Dates	7/07/2025	7/18/2025	Apply				
View Width		<input checked="" type="radio"/> Week	<input type="radio"/> Month	<input type="radio"/> Multiple Months					
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Jul	6		7 FADOPT First Day FADOPT 8:00 AL - PPL2 Tracker 8:00	8 FADOPT 8:00 AL - PPL2 Tracker 8:00	9 FADOPT 8:00 AL - PPL2 Tracker 8:00	10 FADOPT 8:00 AL - PPL2 Tracker 8:00	11 FADOPT 8:00 AL - PPL2 Tracker 8:00	12	
	13		14 FADOPT 8:00 AL - PPL2 Tracker 8:00	15 FADOPT 8:00 AL - PPL2 Tracker 8:00	16 FADOPT 8:00 AL - PPL2 Tracker 8:00	17 FADOPT 8:00 AL - PPL2 Tracker 8:00	18 FADOPT 8:00 AL - PPL2 Tracker 8:00 FADOPT Last Day	19	

The Pay Codes used from the Leave Case process are different from those directly selected from the timecard. Below is an example of the timecard with the Paid Parental Leave Taken pay codes committed from the leave case.

Date	Pay Code	Amount
Sun 7/06		
Mon 7/07	LV - PAID PARENTAL LEAVE 2 TAKEN	8:00
Tue 7/08	LV - PAID PARENTAL LEAVE 2 TAKEN	8:00
Wed 7/09	LV - PAID PARENTAL LEAVE 2 TAKEN	8:00