**New Paid Parental Leave Pay Codes**

## The recent payroll system release implemented the new pay codes for Paid Parental Leave (PPL) to use in Quicktime.

The Federal Employee Paid Leave Act, also known as Paid Parental Leave (PPL), went into effect in October 1, 2020, providing 12 weeks of paid parental leave to certain federal employees covered by the Family and Medical Leave Act (FMLA).

At that time, because the payroll system did not have specific pay codes to support this new leave authority, employees were asked to use existing FPPS pay codes for T&A reporting to document Paid Parental Leave. During this interim process employees were coding 08A or 08B, with remarks “PPL Birth”, “PPL Adoption” or “PPL Foster Care”.

## New Pay Codes

The new pay codes to use for birth, foster placement and adoption beginning with Pay Period 2021-08 are listed in the chart below:

|  |  |  |
| --- | --- | --- |
| New Pay Code | Short Description | Long Description |
| PA1 | ADOPT-USED 1ST | PAID PARENTAL ADOPTION LEAVE – USED (1ST OCCURRENCE) |
| PA2 | ADOPT-USED 2ND | PAID PARENTAL ADOPTION LEAVE – USED (2ND OCCURRENCE) |
| PA3 | ADOPT-USED 3RD | PAID PARENTAL ADOPTION LEAVE – USED (3RD OCCURRENCE) |
| PB1 | BIRTH-USED 1ST | PAID PARENTAL BIRTH LEAVE – USED (1ST OCCURRENCE) |
| PB2 | BIRTH-USED 2ND | PAID PARENTAL BIRTH LEAVE – USED (2ND OCCURRENCE) |
| PB3 | BIRTH-USED 3RD | PAID PARENTAL BIRTH LEAVE – USED (3RD OCCURRENCE) |
| PF1 | FOSTER-USED 1ST | PAID PARENTAL FOSTER LEAVE – USED (1ST OCCURRENCE) |
| PF2 | FOSTER-USED 2ND | PAID PARENTAL FOSTER LEAVE – USED (2ND OCCURRENCE) |
| PF3 | FOSTER-USED 3RD | PAID PARENTAL FOSTER LEAVE – USED (3RD OCCURRENCE) |
| PF4 | FOSTER-USED 4TH | PAID PARENTAL FOSTER LEAVE – USED (4TH OCCURRENCE) |
| PF5 | FOSTER-USED 5TH | PAID PARENTAL FOSTER LEAVE – USED (5TH OCCURRENCE) |

The pay codes will pull leave from a separate category, track the PPL hours under the Family Medical Leave Act (FMLA) up to 480 hours and document the number of the occurrence.

**Note:** The occurrence is in reference to the order of the event (birth, foster or adoption) within a 12-month period from the date of first use. Most employees will only use “first occurrence” throughout their period of PPL unless they have another birth, foster placement, or adoption within the 12-month period from the first use of PPL and the number of events should follow a sequential order. Twins or multiples born at the same time share the same birthdate and will still be considered a single event.

## Important

Any leave that has been coded during this interim process as 08A or 08B, must be corrected through timecard amendments to change the leave to the appropriate code listed above. It is supervisor’s responsibility to ensure the timecards are amended.

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## Questions?

For questions related to paid parental leave eligibility and use, please contact your [servicing HR (Employee Relations) Specialist](https://ibc.doi.gov/HRD/hrod-org-chart-and-contacts).

For all pay and leave related questions, to include use of the codes and remarks listed above, please contact the [Customer Support Center](https://www.doi.gov/ocio/customers/csc?utm_medium=email&utm_source=govdelivery) at 720-673-9958 or [CSC\_IT\_Services\_HelpDesk@ios.doi.gov](mailto:CSC_IT_Services_HelpDesk@ios.doi.gov).