



employee relations **BULLETIN**

February 25, 2021

**To: Heads of All Departments (Excluding DWP)
Departmental Personnel Directors**

**Subject: FREQUENTLY ASKED QUESTIONS REGARDING IMPLEMENTATION AND
ADMINISTRATION OF PAID PARENTAL TIME PILOT PROGRAM**

On February 24, 2021, the Los Angeles City Council approved the implementation of the Paid Parental Time (PPT) Pilot Program for civilian employees (Council File #15-1033).

The following information is provided by the City Administrative Officer (CAO) to address frequently asked questions regarding the implementation and administration of the pilot program. Additional bulletins may be issued as necessary.

1. What is the Paid Parental Time (PPT) Pilot Program?

The Paid Parental Time (PPT) Pilot Program is a temporary program that runs from January 1, 2021, through June 30, 2025, and provides up to six (6) weeks (240 hours) of paid time off at full pay for use during Family and Medical Leave (FML) for pregnancy disability and/or bonding.

2. Who is eligible to use PPT?

Civilian employees who are on FML for pregnancy disability and/or bonding are eligible to use PPT.

3. What payroll variation code will be used for recording PPT?

All eligible employees will use payroll variation code "KL" to record PPT in their timekeeping system (e.g., D-Time).

4. How are PPT hours and balances displayed?

The payroll variation code "KL" for PPT will be available for use by the employees in DTime or by the department on the Time Entry screen in PaySR. The "Parental Time" balance will show under Balances on the Pay History screen in PaySR for departments

to track the hours used. However, similar to Bereavement Leave, the balance **will not** show in DTime, on the pay stub, or in MyPayLA. Employees and departments will be responsible for monitoring usage to ensure that the maximum number of hours are not exceeded.

5. Does PPT have to be used in a certain order of allowable time off?

No, PPT may be used at the employee's discretion at any time during FML for pregnancy disability and/or bonding without regard to any other available paid time off balance (i.e., sick, vacation, compensatory time off, etc.).

6. Does PPT have to be taken on a continuous basis?

No, PPT may be taken at any time while the employee is on FML for pregnancy disability and/or bonding on a continuous or intermittent basis in no less than one-hour increments.

7. Will retroactive usage of PPT be permitted?

Yes, PPT usage may be permitted retroactively for employees on FML for pregnancy disability and/or bonding but in no case will be permitted earlier than January 1, 2021.

8. How should an employee provide notice of the need for PPT?

An employee requesting PPT should use Form Gen. 191 "Employee Request for Family or Medical Leave" to indicate plan to use PPT.

9. How should Management respond to an employee's request for PPT?

Management will respond to an employee's request for PPT by completing and providing to the employee Form Gen. 192 "Employer Response to Employee Request for Family or Medical Leave, and Employer Notice of Eligibility and Notice of Designation of Family or Medical Leave."

10. How is PPT counted in conjunction with FMLA or California Family Rights Act (CFRA) leave?

PPT is not an extension of FMLA or CFRA leave allowances. It is only a bank of time that can be used by employees who are on FML for pregnancy disability and/or bonding.

Any questions regarding this matter should be directed to the Employee Relations Division by email at cao.erd@lacity.org or by phone at (213) 978-7676.

c: Recognized Employee Organizations