

Paid Parental Leave

Introduction

CPA employees who meet certain eligibility criteria are entitled to Paid Parental Leave (PPL) following the birth or adoption of a child.

Eligibility

An employee is entitled to PPL if the employee:

- Is a member of ERS; and
- Takes FMLA leave following one of these qualifying events:
 - Birth of a child;
 - Birth of a child by the employee's spouse;
 - Birth of a child by a gestational surrogate; or
 - Adoption of a child.

Limitations

The following limitations apply to PPL:

- An employee must be on approved FMLA leave for an eligible reason to take PPL leave (listed above).
- The leave can only be taken after the qualifying event and must be taken in a continuous block.

Requesting Paid Parental Leave

To request PPL, an employee is required to provide the following information to the FMLA/Special Leave Coordinator in Human Resources:

- a Paid Parental Leave Form [70-275-I](#) that indicates the proposed dates needed; and
- a completed FMLA form, if a current one is not already on file to support the need for the leave.

The FMLA/Special Leave Coordinator will contact the employee and his/her supervisor, the division, and agency timekeeper in writing to indicate whether the request was approved or denied.

Number of Hours Granted

An employee who takes FMLA leave due to giving birth to a child is entitled to 40 workdays of paid leave. An employee who takes FMLA leave due to the birth of a child by the employee's spouse, birth of a child by gestational surrogate, or adoption of a child is entitled to 20 workdays of paid leave. The employee who is entitled to PPL is not required to use all available paid vacation and sick leave before taking PPL Leave.

Use of PPL

An employee may use PPL in eight-hour increments to account for an employee's absence from work due to the eligible events. PPL does not entitle an employee to any leave in addition to the duration of the FMLA leave and must run concurrently with the FMLA leave associated with the eligible reason.

If the employee's FMLA leave for the eligible reason extends beyond the applicable 40- or 20-day period of paid leave, then the employee must use other accrued leave or leave without pay to account for that leave period.

Outside Activities and Employment

An employee granted PPL Leave may not engage in any previously approved outside employment, business or activity while on PPL Leave without prior approval from his or her management after consultation with Human Resources.

Whether it is appropriate for an employee to continue with outside employment, business or other activities depends on the reason for the leave, the type of leave (regular, reduced schedule or intermittent), the duration of the leave and other factors.

Authority

Texas Government Code §§661.912, 661.9125