

PAID PARENTAL LEAVE

Federal Employees

Introduction

The Federal Employee Paid Leave Act ([Public Law 116-92](#), December 20, 2019, as codified under the Family and Medical Leave Act provisions at [5 U.S.C. 6382](#)) provides an employee with a qualifying birth or placement (for adoption or foster care) event an entitlement of up to 12 administrative workweeks of Paid Parental Leave (PPL), which may be substituted for unpaid leave taken under the title 5 Family and Medical Leave Act (FMLA) authority. The Act grants PPL in connection with a qualifying birth or placement that occurred on or after October 1, 2020.

PPL is a type of paid leave that is substituted for unpaid FMLA leave. Therefore, it is essential to read OPM's [Family and Medical Leave Act \(FMLA\) 12-Week Entitlement fact sheet](#) (FMLA fact sheet) in conjunction with this PPL fact sheet in order to understand the PPL entitlement, since all the provisions governing use of FMLA leave after a qualifying birth or placement apply to the use of PPL.

This fact sheet addresses the PPL entitlement for Federal employees covered by the FMLA provisions in title 5, United States Code (see [5 U.S.C. 6381-6387](#)). OPM's FMLA regulations are codified at [5 CFR part 630, subpart L](#), and OPM's PPL regulations are codified at [5 CFR part 630, subpart Q](#).

[Family and Medical Leave Act \(FMLA\) 12-Week Entitlement \(opm.gov\)](#)

[HR Bulletin FY20-249](#)

[Types of supporting documentation for the Use of PPL](#)

Goodfellow AFB PPL request process (No requests for PPL will be excepted via email)

- 1) Complete the following forms: [WH-380-E](#), [12-Week Obligation](#), and [Request to use PPL](#)
- 2) When the above forms have been completed, use the "Submit Service ticket" and fill out request form. Ensure that you select "Paid Parental Leave" in the "reason for Request" drop down menu.
- 3) When a CPO representative has been assigned to your request, you will be notified via email and the status of your request will change to "Awaiting Attachments"
- 4) Send email to your identified CPO Representative and attach the completed documents.
- 5) Once the documents have been received, reviewed, and processed by your CPO representative, your request will be marked "Complete" and your request has been fulfilled.