



## CIVILIAN PERSONNEL SECTION FACTSHEET

*Current as of December 2024*

### PAID PARENTAL LEAVE (PPL)

*Applicable to U.S. appropriated fund civilian employees who meet FMLA requirements*

**PURPOSE:** Entitles eligible employees to paid leave under the Family and Medical Leave Act (FMLA) (see also, Ramstein CPF Family and Medical Leave Act (FMLA) Factsheet\*) after the birth or new placement of a child for adoption or foster care and for the purposes of caring for and bonding with the child during the first 12-months after the birth or placement.

\*See REFERENCES section below for links to all references in this factsheet.

#### **ELIGIBILITY**

Eligible employees have been approved for leave under the FMLA for the birth or new placement of a child for adoption or foster care. To be eligible, employees must have completed at least 12 months of Federal service (civilian, honorable active-duty military, or a combination of the two). The civilian service may be eligible Non-Appropriated Fund (NAF) service, and the periods of service are not required to be recent, consecutive, or with the same agency or branch of service. Full- and part-time employees are eligible. Employees on an intermittent appointment (i.e. employment without a regularly scheduled tour of duty) or on a temporary appointment of one year or less are not eligible.

To be eligible, an employee must have a continuing parental role with the child. When an employee is away from the child and is not caring for or bonding with the child—such as an employee on active-duty military orders—the employee is not eligible for either FMLA or PPL. An employee who does not live with the child will be eligible during the periods that they care for or bond with the child. For more detailed information regarding the requirements of a “parental” role when using FMLA, please see the U.S. Office of Personnel Management’s Paid Parental Leave Factsheet.

#### **ENTITLEMENT**

A covered full-time employee is entitled to a maximum of 12 workweeks (480 hours) of paid leave during the 12-month period beginning the date of birth or new placement. This paid leave is independent of the employee’s annual, sick, or other leave balances. The hour allotment is pro-rated for part-time employees.

The entitlement to PPL is triggered by the employee’s new parental role; therefore, PPL, unlike FMLA, may be used only after the birth or placement. If an employee needs to be absent prior to the qualifying event, they may invoke FMLA and use unpaid leave or substitute annual or sick leave in accordance with FMLA policies and procedures. For example, an employee needing time off for certain activities (e.g., sick leave for prenatal care up to the point of birth or in connection with pre-placement activities necessary to allow an adoption to proceed), may take leave without pay, annual leave, or sick leave under the FMLA or independently of the FMLA, but cannot substitute PPL for that time.

An employee may not carry over an unused balance of PPL remaining at the end of the 12-month period and may not receive a payment for the unused balance.

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The Air Force may not require employees to use accrued annual or sick leave before the employee uses PPL. Likewise, an employee may not be forced to take PPL in lieu of a different type of paid leave (normal rules apply for approval of annual or sick leave when an employee chooses to take leave other than PPL.)

Each Federal employee has a separate entitlement to FMLA unpaid leave. If two covered Federal employees are parents of the same newly born or placed child, each employee would have a separate PPL leave entitlement based on the birth/placement event.

An employee is not entitled to intermittent PPL without advance supervisory approval.

If leave under the FMLA is used for other than PPL, this reduces the number of weeks remaining to convert to PPL. Example: An employee uses two weeks unpaid leave under FMLA to care for a seriously ill family member. The 12-month period started the first day of FMLA leave use. Two months later the employee has a child. There are now only 10 weeks remaining FMLA leave entitlement to be substituted with PPL until the end of the 12-month period. At no time may an employee use more than 12 weeks of PPL for a single qualifying event.

### **PROCEDURES TO USE PAID PARENTAL LEAVE:**

- The employee must, with few and very specific exceptions, invoke their entitlement to PPL under the FMLA in advance of the qualifying event. An exception to the requirement to request PPL prior to the qualifying event may be made if the employee is physically or mentally incapacitated at the time of the qualifying event. In that situation, the request should be made as soon as the employee is able but no later than five days after returning to work. A designated representative of the employee may also make the request when the employee is incapacitated.
- The employee must complete the Paid Parental Leave Request Form and submit it to the supervisor
- If requested by the supervisor, the employee must provide supporting documentation. The employee can do so by submitting WH-380-E or WH-380-F (as applicable) or other administratively acceptable documentation (see Family and Medical Leave Act (FMLA) Factsheet.)
- The employee must sign the Agreement for Work Obligation and submit it to the supervisor. This form must be submitted prior to using PPL
- The supervisor will determine approval of the PPL request. If the supervisor requests and/or is awaiting submission of supporting documentation, they should provisionally approve PPL pending submission of the requested documentation.

### **TIMEKEEPING**

Immediately upon approval of PPL, the supervisor and timekeeper should notify the Civilian Pay Office ([Ramstein Air Base > Contact > Ramstein Finance Customer Service](#)) to request the proper timekeeping codes and to ensure that the Civilian Pay Office codes the PPL on the employee's record. Until the PPL is coordinated with the Civilian Pay Office, the PPL will not pay out to the employee even if it is entered on the employee's timecard and concurred and approved in ATAAPS. Supervisors must also manually keep track of how much FMLA and PPL is used to ensure the employee is afforded all, but no more than, their 12-week entitlement. The Automated Time and Attendance Production System (ATAAPS) does not perform this function.

## **SUPERVISOR RESPONSIBILITIES**

First-line supervisors have the responsibility to determine FMLA and PPL eligibility, approve/deny requests, inform the Civilian Pay Office that PPL has been approved to ensure payroll updates, manually track FMLA and PPL balances, and maintain documentation while safeguarding Protected Health Information (PHI).

## **EMPLOYEE COMPLAINTS**

Congress has not provided any agency with specific oversight or investigative authority with respect to agencies' PPL programs. An employee who believes the Air Force has not fully complied with the requirements of the PPL may review the Ramstein CPF Complaint Systems Factsheet for information on pursuing a grievance or complaint.

## **PPL ABUSE**

Disciplinary action, up through and including removal, may be taken against an employee who provides false certification and/or uses PPL for other than approved purposes.

## **REFERENCES**

- Federal Employee Paid Leave Act: <https://www.congress.gov/bill/116th-congress/senate-bill/1790/text?format=txt>
- 5 CFR § 630.1701 (OPM regulation *Absence and Leave*, Subpart Q- *Paid Parental Leave*): <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-630/subpart-Q>
- myFSS Answer ID: 000007567 *Paid Parental Leave* (includes links to Paid Parental Leave Request Form and Agreement for Work Obligation Templates): <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000wlgzCAA>
- Factsheets (Ramstein CPF website): <https://www.ramstein.af.mil/Resources/Civilian-Personnel-Flight/>
- 5 CFR Part 630 (OPM regulation *Absence and Leave*, Subpart L- *Family and Medical Leave*): <https://www.ecfr.gov/>
- OPM Factsheet: Family and Medical Leave Act (FMLA) 12-Week Entitlement: <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/family-and-medical-leave/>
- OPM Factsheet: Paid Parental Leave: <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/paid-parental-leave/>
- DODI1400.25V630 DAFI36-815, *Leave*: <https://www.e-publishing.af.mil/> (To find policies specific to civilian personnel, click "Publications and Forms" at the top of the page, then click "Air Force," then "Departmental," then "36 Personnel." Finally, type your search term [e.g., "Leave"] in the "Filter" field.)