

Kadena Air Base

Civilian Personnel Fact Sheet

3 August 2021

Paid Parental Leave

Purpose: To provide employees with paid leave for a qualifying birth or placement event occurring on or after 1 October 2020.

Reference: Federal Employee Paid Leave Act (FEPLA) - subtitle A of title LXXVI of division F of the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92
AFI 36-815, Absence and Leave
5 CFR 630 V 85, No, 154
Title 5, Part III, Subpart E, Chapter 63, Subchapter V

Eligibility: To be eligible for paid parental leave under the authority in title 5, United States Code, a Federal employee must be eligible for Family and Medical Leave Act (FMLA) leave under that title. Has a part-time or full-time work schedule (i.e., employees with an intermittent work schedule are ineligible); and has an appointment of more than 1 year in duration (i.e., employees with temporary appointments not to exceed 1 year are ineligible).

Entitlement: Paid parental leave is limited to 12 weeks in connection with a birth or placement of an employee's child occurring on or after 1 October 2020. An employee must invoke FMLA unpaid leave for the birth of a child or placement of a child with the employee for adoption or foster care in order to receive paid parental leave. Paid parental leave may be used only during the 12-month period following the birth or placement. There are no carryover provisions for any unused paid parental leave. An employee may not be paid for unused or expired paid parental leave.

Work Obligation: Prior to using paid parental leave, an employee is required to enter into a written service agreement to work for the applicable employing agency (i.e., the agency employing the employee at the time paid parental leave concludes) for 12 weeks after the day on which paid parental leave concludes. If an employee transfers between agencies while using paid parental leave in connection with a birth or placement, the work obligation will be owed to the agency employing the employee at the time use of paid parental leave concludes.

How to Request Paid Parental Leave: The employee must complete attachment 2 – request to use paid parental leave, attachment 3 paid parental leave work obligation, and request leave in ATAAPS using code LN and appropriate sub-code based on the qualifying reason (DG “For Birth”, DH “For Adoption”, or DI “For Foster Care”). In ATAAPS the employee will need to invoke FMLA.

Medical Certification: At the request of the employee's agency, an employee must provide the agency with appropriate documentation showing that the employee's use of paid parental leave is directly connected to a birth or placement that has occurred. See attachment 4 for example types of supporting documentation.

Approval: Paid Parental Leave is an employee entitlement and cannot be denied as long as they meet the requirements and invoke FMLA.

For More Information: Please contact our office at 634-2228