

Parental Leave Absence Entry

Parental Leave policy <https://policy.wisc.edu/library/UW-5054>

This policy applies to the following UW-Madison employees:

- Faculty, Academic Staff, University Staff and Limited appointees
- The following [Graduate Assistantship titles](#): Teaching Assistant, Research Assistant, Project Assistant (including reader/grader), Lecturer
- The following Post Degree Training titles: Research Intern

This policy does not apply to:

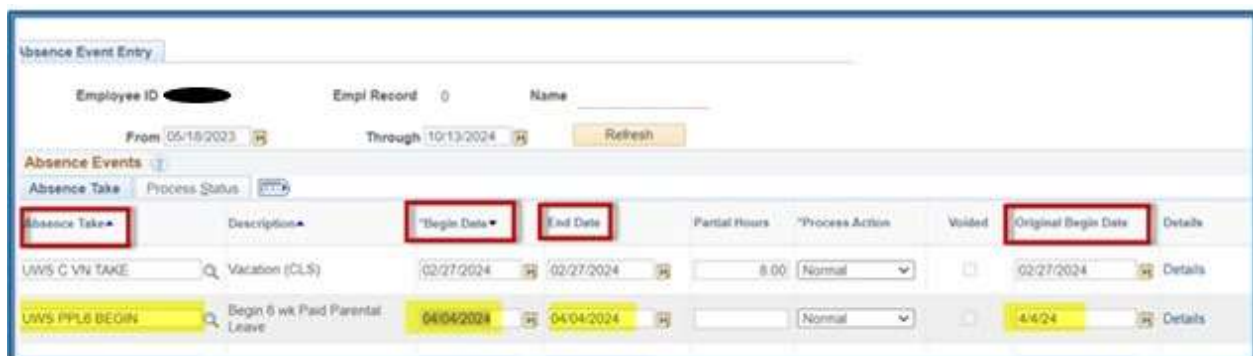
- Graduate Assistantship titles not included above
- Post Degree Training titles not included above
- Temporary Employees
- Student Hourly employees

Creating Parental Leave Allocation

DDR or Payroll Coordinator will need to enter the trigger in the Absence Event screen to create the Parental Leave allocation. The Absence Event entry should be completed after the Event Date.

Follow this sequence to get to the Absence Event below: Menu >>> Global Payroll & Absence Mgmt >>> Payee Date >>> Absence Event

Step 1. Click the + on the right side to create a new row



Absence Take	Description	Begin Date	End Date	Partial Hours	Process Action	Voided	Original Begin Date	Details
UWS C VNI TAKE	Vacation (CLS)	02/27/2024	02/27/2024	8.00	Normal	<input type="checkbox"/>	02/27/2024	Details
UWS PPLS BEGIN	Begin 6 wk Paid Parental Leave	04/04/2024	04/04/2024		Normal	<input type="checkbox"/>	4/4/24	Details



Step 2: Absence Take field enter UWS PPL6 Begin.

Step 3: Begin Date and End Date will always be the same date. This is the date the leave is approved to be used. Once the Absence Event entry has been completed, an overnight process will create the leave allocation.

Step 4: Original Begin Date is the date of the birth or adoption. The leave is eligible for use for one year minus one day from this date.

Note on C-Basis Employees:

C-Basis employees **not working during the summer** with an Original Begin Date during summer, the Begin and End Date is the 1st day of the Academic Year. The employee would not be eligible to use Parental Leave until the start of the Academic Year. The Parental Leave allocation is available for 1 year from the date of the birth or adoption.

C-Basis employees **working during the summer** and has an Original Event Date during the summer can use Parental Leave on their summer appointment. The employee will not be able to enter the Parental Leave on their summer appointment, the Coordinator will need to enter on behalf of the employee on the academic year appointment via UWS Absences. Summer Parental Leave usage will be deducted from balances once during the biweekly pay period during the summer.

Parental Leave Balance after Absence Leave Entry

After the overnight process to create the leave allocation, employees will see their Parental Leave balance on their Absence Balances page.

Parental Leave balances will remain visible to the employee for the year parental leave is available.

See below for examples on how balances appear to the employee.



Posted Leave Balances as of 04/30/2024 for Period Ending 03/23/2024 - 03B					
Leave Type	Beg Earn Balance	Earned	Used/Adj	Ending Earned Balance	Available Balance
Vacation	0.00	0.00	0.00	0.00	0.00
Vacation Carryover	0.00		0.00	0.00	0.00
Sick	1342.72	4.92	0.00	1347.64	1347.64
Banked Leave	0.00		0.00	0.00	0.00
Pers-Holiday	0.00	0.00	0.00	0.00	0.00
Legal-Holiday	0.00	0.00	0.00	0.00	0.00
Months in Service	86.00	0.00	0.00	86.00	86.00

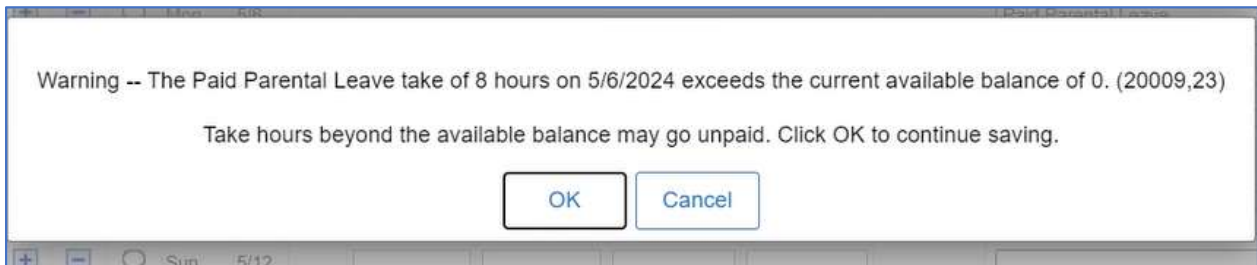
Parental Leave for 08/22/2023 to 07/29/2024 as of 04/06/2024				
Beginning Allocation	Usage/Adj	Current Balance	Future Usage	Future Balance
240.00	0.00	240.00	0.00	240.00

Parental Leave for 04/02/2024 to 04/01/2025 as of 04/06/2024				
Beginning Allocation	Usage/Adj	Current Balance	Future Usage	Future Balance
240.00	0.00	240.00	0.00	240.00

**If the employee has an FTE change during the Parental Leave window, HRS will automatically adjust the Parental Leave allocation.

Note:

Employees entering Parental Leave may encounter a soft warning the first pay period they use Parental Leave. This will not impact the leave usage or result in unpaid leave, and will go away after the first full payroll calculation. See image below of warning message.



Helpful Links for Employees entering Parental Leave

Timesheet: <https://uwservice.wisconsin.edu/docs/publications/absences-parental-leave-timesheet.pdf>

Request Absence: <https://uwservice.wisconsin.edu/docs/publications/absences-parental-leave-non-timesheet.pdf>

Monitor Parental Leave

Payroll coordinators can monitor Parental Leave in **Results by Calendar**. See examples below.

Gross Result Value 0.000000 USD		Net Result Value 0.000000 USD			
Accumulators					
Personalize Find View 5 First 1-71 of 71 Last					
Accumulator Results User Keys					
Period	Element Name	Amount	Description	From	Through
Calendar Period	UWS AC VN PAID HRS	80.000000	Cls Vac Paid Hours	03/24/2024	04/06/2024
Year to Date	UWS PPL BGN DT DD	2.000000	Paid Parental Leave BGN DT DD	07/01/2023	06/30/2024
Year to Date	UWS PPL BGN DT MM	4.000000	Paid Parental Leave BGN DT MM	07/01/2023	06/30/2024
Year to Date	UWS PPL BGN DT YY	2024.000000	Paid Parental Leave BGN DT YY	07/01/2023	06/30/2024
Year to Date	UWS PPL END DT DD	1.000000	Paid Parental Leave END DT DD	07/01/2023	06/30/2024
Year to Date	UWS PPL END DT MM	4.000000	Paid Parental Leave END DT MM	07/01/2023	06/30/2024
Year to Date	UWS PPL END DT YY	2025.000000	Paid Parental Leave END DT YY	07/01/2023	06/30/2024
Year to Date	UWS PPL WKCT	6.000000	Paid Parental Leave Week Count	07/01/2023	06/30/2024

Year to Date	UWS PPL_BAL	112.000000	Paid Parental Leave	07/01/2023	06/30/2024
Year to Date	UWS PPL_ENT	240.000000	Paid Parental Leave	07/01/2023	06/30/2024
Year to Date	UWS PPL_TAKE	128.000000	Paid Parental Leave	07/01/2023	06/30/2024
Year to Date	UWS PPL_TKS_BAL	0.000000	Pd Parental LV Takes Override	07/01/2023	06/30/2024

Key Terms in Results by Calendar:

Begin Date = Begin Date

End Date = One year from the original begin date

PPL_TKS_BAL = adjustments (ex. Summer Usage)

Note:

Post Degree Training titles: Research Interns and Graduate Assistants will need to track their Parental Leave usage. The Graduate Assistant Leave Report for Parental Leave template is available at https://hr.wisc.edu/docs/parental-leave/Graduate_Assistant_Leave_Report_for_Parental_Leave_Template.xlsx

