

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 create the trigger in the Absence Event screen to create the Parental Leave allocation.

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 (proceed to the next page for step-by-step instructions to complete the event entry)

The screenshot shows the 'Absence Event Entry' interface for employee JAMES BAXTER. It includes fields for Employee ID (00029506), Empl Record (0), and Name (JAMES BAXTER). There are date pickers for 'From' (05/18/2023) and 'Through' (10/13/2024), along with a 'Refresh' button. Below this is a table of 'Absence Events' with columns: Absence Take, Description, *Begin Date, End Date, Partial Hours, *Process Action, Voided, and Original Begin Date. Two rows are visible: 'UWS C VN TAKE' (Vacation (CLS)) and 'UWS PPL6 BEGIN' (Begin 6 wk Paid Parental Leave). The 'UWS PPL6 BEGIN' row is highlighted in yellow, and its 'Original Begin Date' is 4/4/24.

Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details
UWS C VN TAKE	Vacation (CLS)	02/27/2024	02/27/2024	8.00	Normal	<input type="checkbox"/>	02/27/2024	Details
UWS PPL6 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 will be 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 created an overnight process will create the leave allocation the employee can use.

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 would be 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 still only available for 1 year minus 1 day from the Original Event Date.

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 have to make the entry on behalf of the employee via UWS Absences.

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 until after the payroll calc for the pay period that the contains the Original Begin Date plus 1 year minus one day date.

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

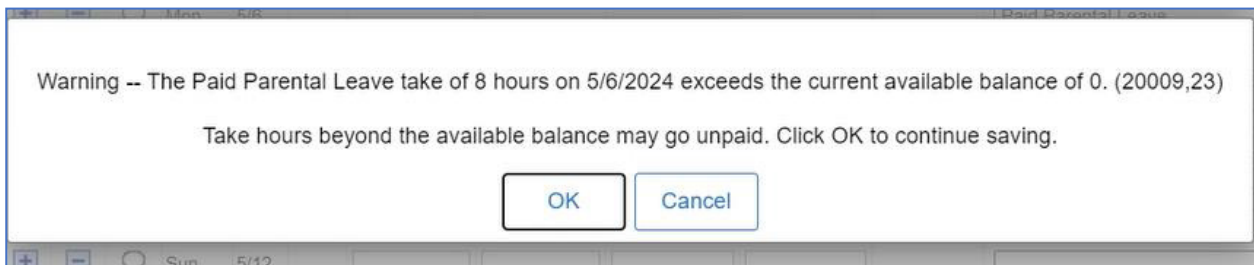


Parental Leave for 04/02/2024 to 04/01/2025 as of 04/06/2024 i				
Beginning Allocation i	Usage/Adj i	Current Balance i	Future Usage i	Future Balance i
240.00	0.00	240.00	0.00	240.00

PPL allocation is based on the FTE the employee holds on the qualifying event date. If the employee has an FTE change during the Parental Leave window, the original PPL allocation does not change. **Exception: retroactive FTE changes during the Parental Leave window, with an effective date on or prior to the qualifying event date, will update the original PPL allocation amount.

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. This will go away after the first full payroll calculation. See image below of warning message.



Helpful Links for Employees entering Parental Leave

Timesheet: [Enter Paid Parental Leave Usage on the Timesheet](#)

Request Absence: [Enter Paid Leave Usage](#)



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			
Period	Element Name	Amount	Description	From	Through
Calendar Period	UWS AC VN PAID HRS	80.000000	Cis 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 = Original Begin Date + 1 year minus 1 day

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 to download [here](#)

