



employee relations **BULLETIN**

June 10, 2025

(Supersedes ER Bulletin dated February 25, 2021, and May 19, 2021)

**To: Heads of All Departments (Excluding DWP)
Departmental Personnel Directors**

**Subject: FREQUENTLY ASKED QUESTIONS REGARDING PAID PARENTAL TIME --
CONVERSION FROM A PILOT TO A PERMANENT PROGRAM AND
ADDITION OF CERTAIN SWORN MOUS**

On February 24, 2021, the Los Angeles City Council approved the implementation of the Paid Parental Time (PPT) Pilot Program for civilian employees ([C.F. 15-1033](#)). Effective March 24, 2024, the PPT Pilot Program was converted to a permanent benefit and increased the maximum number of weeks from six (240 hours) to 12 (480 hours) during a Family Medical Leave eligibility period for civilian employees in all MOUs except 35, 62, and 66 ([C.F. 24-0427](#); [C.F. 24-0427-S2](#); [C.F. 24-1476](#)) as well as for non-represented employees ([Ordinance No. 188285](#); [C.F. 23-0611-S1](#)).

Employees represented in MOUs 23 and 26 became eligible for a maximum of 480 hours of PPT effective March 24, 2024 through their respective MOUs ([C.F. 24-1334](#); [C.F. 17-0945](#)).

Letters of Agreement with MOUs 22, 24, 25, 28, 30, 38, 39, 40 and 65 were adopted by the City Council on May 20, 2025 ([C.F. 15-1033-S3](#)), which provide for a maximum of 12 weeks (480 hours) of PPT. The Letters of Agreement indicate that the PPT benefit shall be effective the first day of the pay period following City Council adoption, which is June 1, 2025.

The following information is provided by the City Administrative Officer (CAO) to address frequently asked questions regarding the implementation and administration of PPT. Additional bulletins may be issued as necessary.

1. What is Paid Parental Time (PPT)?

Paid Parental Time (PPT) is a benefit that provides a maximum of 12 weeks (480 hours) of paid time off at full pay for use during an employee's Family and Medical Leave (FML) for pregnancy disability and/or bonding. The use of PPT does not alter the City's existing FML provisions.

2. How is PPT counted in conjunction with Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA) leave?

PPT is not an extension of FMLA or CFRA leave allowances. PPT is only a bank of time that can be used by employees who are on FML for pregnancy disability and/or bonding.

3. Who is eligible to use PPT?

All represented and non-represented full-time, half-time, and intermittent employees (except employees represented in MOUs 27, 35, 62, and 66) who qualify for FML for pregnancy disability and/or bonding are eligible to use PPT, as described in No. 1 above.

4. What Workday payroll variation code will be used for recording PPT?

Paid Parental Leave KL.

5. How are PPT hours and balances displayed in Workday?

An employee must be on an approved FML in order for PPT to be accessible and viewed in Workday. The employee's PPT bank will be credited with 480 hours, which can viewed under "Absence Balances" in Workday.

6. Does PPT have to be used in a certain order of allowable time off?

No. PPT may be used at the employee's discretion at any time during FML for pregnancy disability and/or bonding without regard to any other available paid time off balance (i.e., Sick Leave, Vacation, Compensatory Time Off, etc.).

7. Does PPT have to be taken on a continuous basis?

No. PPT may be taken at any time while the employee is on FML for pregnancy disability and/or bonding on a continuous or intermittent basis in no less than one-hour increments.

8. Will retroactive usage of PPT be permitted? Will a change to PPT from different time off previously requested be permitted?

For MOUs 22, 24, 25, 28, 30, 38, 39, 40 and 65, PPT usage may be permitted retroactively for employees on FML for pregnancy disability and/or bonding, but in no case will the use of PPT be permitted earlier than June 1, 2025. Employees currently on leave or scheduled to begin leave on or after June 1, 2025, may request that previously selected time (e.g., Sick Leave, Vacation) be changed to PPT by submitting a revised [Form Gen. 191 "Employee Request for Family or Medical Leave."](#)

For employees in MOUs 23 and 26, the use of PPT was permitted retroactively to March 24, 2024.

For non-represented employees and employees represented by other MOUs with a PPT benefit, the use of 240 hours was permitted retroactively to January 1, 2021, and then the additional 240 hours (a maximum of 480 hours) was permitted retroactively to March 24, 2024.

9. How should an employee provide notice of the need for PPT?

An employee requesting PPT should use [Form Gen. 191 “Employee Request for Family or Medical Leave”](#) to indicate the intended use of PPT.

10. How should Management respond to an employee’s request for PPT?

Management shall respond to an employee’s request for PPT by completing and providing to the employee [Form Gen. 192 “Employer Response to Employee Request for Family or Medical Leave, and Employer Notice of Eligibility and Notice of Designation of Family or Medical Leave.”](#)

Please direct questions regarding this matter to the CAO’s Employee Relations Division by email at cao.erd@lacity.org or by telephone at (213) 978-7676.

c: Recognized Employee Organizations