



Paid Parental Leave (PPL) Frequently Asked Questions

Overview, Eligibility, How to Apply, and More

This resource gives an overview of Paid Parental Leave and provides answers to Frequently Asked Questions (FAQs) to help County employees understand how Paid Parental Leave works, who is eligible, how to apply, and more. The Office of Human Resources (OHR) will update this document as needed.

See [Bill No. 10-22](#) for more details.

Overview and Eligibility

What is “Paid” Parental Leave and how is it different “Unpaid” Parental Leave?

Paid Parental Leave (PPL) is a new type of paid leave available to eligible County employees beginning November 7, 2022. Employees who are approved for PPL hours will receive earnings during their approved PPL period. PPL is separate from “Unpaid” Parental Leave. After employees exhaust their approved PPL hours, they may switch to an “Unpaid” Parental Leave status. “Unpaid” Parental Leave can be supplemented with available personal leave such as annual leave, sick leave, personal days, etc., or they may submit a Leave Without Pay (LWOP) request to their supervisor, subject to department approval, for the remainder of their Parental Leave period. See [MCPR 20-1](#) for more details on “Unpaid” Parental Leave.

Who is eligible to receive PPL?

County employees are eligible to receive PPL if they have been in a County merit system position for at least six (6) consecutive months; and are the parent of a newborn child, a stillborn child, a newly adopted child, or a newly placed foster child. The PPL must be used within 12 months of the birth or stillbirth of the child, the adoption of the child, or the placement of the child in foster care.

How many PPL hours can I use?

An eligible employee can receive the equivalent of six work weeks of PPL per 12-month period. The number of PPL hours is adjusted based on the employee’s standard working hours. For example, an employee who works 40 regularly scheduled hours per week can be approved for up to 240 hours of PPL during a 12-month period. PPL hours do not count toward the maximum number of “Unpaid” Parental Leave hours that an employee is eligible to receive in a 24-month period.

After a qualifying event, how much time does an employee have to use PPL?

PPL must be taken within 12 months of the qualifying event (birth of a newborn child or stillborn child, adoption, or foster placement).

What happens if I exhaust my PPL hours?

If you exhaust your approved PPL hours but wish to remain on Parental Leave, you must switch to an “Unpaid” Parental Leave status. A full-time employee may use up to 720 hours of “Unpaid” Parental Leave during a 24-month period, or a prorated amount within a 24-month period for employees who work more or

less than 40 regularly scheduled hours. PPL hours are not counted as “Unpaid” Parental Leave hours. During an “Unpaid” Parental Leave period, you must take one of the following actions:

- You may supplement your Parental Leave period with your available personal leave, such as annual leave, sick leave, personal days, etc; or
- You may submit a Leave Without Pay (LWOP) request to your supervisor, subject to department approval.

It's important to be aware that entering a LWOP status will significantly impact your benefits and responsibilities while on Parental Leave. If you need additional information about LWOP please contact: LWOP@montgomerycountymd.gov.

When can employees start using PPL hours?

PPL hours can be used starting November 7, 2022. Keep in mind that PPL hours cannot be used until the qualifying event occurs (birth of a child, adoption, stillbirth, or foster placement). If an employee submits an application for PPL before the qualifying event has happened, the application will not be processed or approved until the qualifying event occurs.

Application Process

Q: How do I apply for Paid Parental Leave?

Follow these steps:

1. Review the information in this document and on [OHR's Medical Leave webpage](#).
2. Go online to [Employee Self-Service](#). Log in using your County user ID and password.
3. In the lefthand menu, open the folder “MCG HR Employee Self-Service.”
4. Select the menu option “Request FMLA and/or Paid Parental Leave.”
5. Click on the button that says “Click here for a new Leave Request.”
6. Select “MCG Paid Parental” as the leave type. Complete the request information and click “Next.”
7. A warning message will appear. Review the message and click “Next.”
8. Review the information, then click “Submit.”
9. You will receive an email notification confirming your PPL request submission. Review the important information included in the email notification.
10. Occupational Medical Services (OMS) will contact you if any additional information is needed to complete your application. Keep in mind that your PPL application will not be processed/approved until after the qualifying event occurs and you have provided OMS with documentation.

Why did I receive an email notification related to the Family Medical Leave Act (FMLA)?

If you applied for PPL, you may also receive a notification indicating that you applied for FMLA, even if you did not submit a separate FMLA application yourself. This is because FMLA-eligible employees who apply for PPL are required to apply for FMLA as well. When you submit a PPL application, the system automatically checks your eligibility for FMLA. If you are FMLA-eligible and did not submit a separate FMLA application, the system automatically submits an FMLA request on your behalf using the same information from your PPL application. This process is in place because the law requires that PPL and FMLA hours run concurrently.

Visit [OHR's medical leave webpage](#) for more information about FMLA.

Do I have to apply for FMLA as well if I am eligible for both PPL and FMLA?

You do not need to submit a separate request yourself; however, note that the system will automatically submit an FMLA request on your behalf if one is necessary. For more details, see the question, "Why did I receive an email notification related to the Family Medical Leave Act (FMLA)?"

If you are FMLA-eligible and would prefer to submit your own FMLA request manually, you can do so. Simply submit your FMLA request first, and then submit your PPL request. The application system will recognize that you have already submitted an FMLA request and will not need to create one for you.

Other PPL Scenarios

Can I submit more than one PPL request within a 12-month period for another qualifying event?

No; the maximum amount of PPL leave is 240 total hours within a 12-month period, not 240 hours per child. However, remember that you have 12 months after each qualifying event to use PPL. Consider the following example. If you adopt a child on January 1 and exhaust the full 240 hours of PPL, then adopt another child on December 1, you would not be able to get PPL right away. However, after a year has passed since the adoption of your first child, you would be eligible to apply for another 240 hours of PPL for the second child as long as you use it within 12 months of the second adoption. This applies to any qualifying event (birth of a child, adoption, stillbirth, or foster placement).

If I am out on PPL, will I continue to accrue leave?

Yes, employees continue to accrue leave during their approved PPL period.

Can PPL hours be used intermittently?

Yes, PPL hours can be used intermittently as long as they are used within the 12-month timeframe.

I already used all of my FMLA hours. Can I still receive PPL hours?

Yes, you are still eligible for PPL.

Am I eligible to receive PPL for a qualifying event that happened before November 7, 2022?

If less than 12 months have passed since the birth/adoption/etc., then you are still eligible to apply for PPL. However, no retroactive hours will be granted for "Unpaid" Parental Leave that you have already taken prior to November 7, 2022. Approved PPL hours can only be applied on or after November 7, 2022.

If two employees have the same qualifying event (e.g., two partners who are both County employees), can they both take PPL at the same time?

Yes, both employees are eligible to receive PPL for the same qualifying event.

Timekeeping

Where can I find timekeeping information?

Visit the “FMLA & PARENTAL Guidance” section of the [MCtime resources webpage](#) for information regarding timekeeping, or contact your supervisor or department HR Liaison.

If you need additional timekeeping assistance, please contact:

MCtime.finance@montgomerycountymd.gov.

Additional Questions?

You can find links to more helpful resources on [OHR’s medical leave webpage](#).

If you have additional non-timekeeping questions about Paid Parental Leave, please contact

FMLA.Information@montgomerycountymd.gov.