



Los Angeles Unified School District  
Risk Management & Insurance Services  
Absence Management  
**Paid Parental Leave (PPL) Checklist**

**ELIGIBILITY**

**YES NO**

- 1. Substitute, temporary, or unclassified employee?  YES  NO  
If yes, you are **ineligible** for PPL. Please reference the FMLA/CFRA Checklist to see if you qualify
- 2. Certificated/Classified employee?  YES  NO
- 3. 12 months of employment with the District over the last 7 years?  YES  NO
- 4. Birth of a child or placement of a child through adoption/foster care within the last 12 months?  YES  NO  
If you answered yes to questions 2, 3, and 4, then congratulations - You are eligible for PPL

**BEFORE LEAVE**

**YES NO**

- 5. Notify the Administrator with at least 30 days advance notice/as soon as possible of leave dates?  YES  NO
- 6. Planning to take PPL for more than 20 days?  YES  NO  
If yes, I understand that I am required to submit a formal leave of absence to the corresponding HR department. Leaves less than 20 days require completion of the Certification of Absence for Illness, Family Illness, New Child.
- 7. Submit formal leave of absence (if applicable)  YES  NO  
Certificated: Certificated Assignments and Support Services (213) 241-5100  
Classified: Classified Employment Services Branch (213) 241-6300
- 8. Submit Evidence of Relationship (i.e., birth certificate, adoption paperwork, etc.)  YES  NO
- 9. Submit Change of Dependent Status form to Benefits Administration  YES  NO
- 10. I understand that I am only entitled to one 12-week period of PPL during a 12-month period  YES  NO
- 11. I understand that I must exhaust **all** illness time to be paid fifty percent of my regular salary  YES  NO
- 12. I understand that PPL runs concurrently with FMLA (if I am eligible for FMLA)  YES  NO
- 13. Full-pay illness hours available: \_\_\_\_\_
- 14. Half-pay illness hours available: \_\_\_\_\_
- 15. Projected date of illness exhaustion: \_\_\_\_\_  
Illness hours are listed on your most recent pay stub. Total full and half-pay illness hours, divide the total by # of hours worked per day to yield the illness exhaustion date. Review your payroll basis calendar to calculate your tentative start date of PPL's (50%) pay.
- 16. Contact EDD regarding Paid Family Leave eligibility requirements/entitlement  YES  NO
- 17. Contact medical plan(s) to identify additional resources for new parents  YES  NO

**RETURN FROM LEAVE**

**YES NO**

- 18. Notify supervisor of return to work date/extension of leave (prior to the leave's ending date)  YES  NO
- 19. Contact the applicable HR department to submit Intent to Return to Work document(s)  YES  NO
- 20. Returning with work restrictions or a need for reasonable accommodations?  YES  NO  
If yes, please provide your immediate supervisor with a copy of your work restrictions  
Please contact Integrated Disability Management at [disabilitymanagement@lausd.net](mailto:disabilitymanagement@lausd.net) if you need assistance.
- 21. Contact immediate supervisor to complete mandatory District training (if any)  YES  NO
- 22. Satisfy COVID-19 test or clearance protocols (if necessary)  YES  NO