



PARENTAL LEAVE FAQ'S

How to request parental leave

1. Complete the employee portion of the required SCS Parental Leave Certification Form that you can access [HERE](#).
2. Provide the required documentation listed on Page 2 of the SCS Parental Leave Certification Form to establish the parent-child relationship.
3. Submit the completed SCS Parental Leave Certification Form and documentation to your supervisor.
4. Your supervisor will acknowledge that they are aware of your request and submit the SCS Parental Leave Certification Form to Human Resources at LDHHRBenefitsDocuments@la.gov along with the documentation you provided.
5. You will receive notice whether your parental leave request is approved or denied.
6. If your request is approved, you will use the appropriate leave code when entering parental leave.

What is parental leave?

Parental leave provides the employee time to bond with a child following the birth of a child or placement of a child under the age of 18 with the employee for adoption or foster care. Parental leave also allows adoptive and foster parents to attend court proceedings and mandatory meetings related to the placement.

Who is eligible?

Legal parents, adoptive parents and foster parents who:

- Have an active and on-going role in parenting the child
- Are in a leave-earning position
- Have worked for the state for at least 12 months (does not have to be consecutive)
- Have worked at least 1250 hours in the previous 12 months

How long is it?

An eligible full-time employee may be granted up to 240 hours of parental leave during the 84 days following the birth of a child or placement of a child under the age of 18 with the employee for adoption or foster care. Hours granted to part-time employees vary depending upon their work schedules.

Is it paid?

The employee is entitled to 100% of their base pay while on parental leave.

Questions?

Please send any questions you may have to the following email address:
LDHHRBenefitsDocuments@la.gov

What are the leave codes that apply to parental leave?

Birth of a child – **LSPB**

Placement of a child under the age of 18 with the employee for adoption – **LSPA**

Placement of a child under the age of 18 with the employee for foster care – **LSPF**

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- 1. Complete the employee portion of the required SCS Parental Leave Certification Form.**
- 2. Submit the completed SCS Parental Leave Certification Form to your supervisor.**
- 3. Your supervisor will acknowledge that they are aware of your request and submit the SCS Parental Leave Certification Form to Human Resources.**
- 4. To establish the parent-child relationship, submit the required documentation listed on Page 2 of the SCS Parental Leave Certification Form to Human Resources within 15 days of the birth or placement of the child.**
- 5. You will receive notice whether your parental leave request is approved or denied.**
- 6. If your request is approved, you shall use the appropriate leave code when entering parental leave.**

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