

## Paid Family Leave TKS Guide

Effective 5/22/23, Paid Family Leave is now being offered to eligible employees at 40 hours/week for 12 weeks.

In addition, Paid Family Medical Leave is available for employees who meet certain criteria.

Effective 5/22/23, you will notice a change in leave slips.

### Loading Paid Family Leave

Paid Family Leave is loaded as a leave slip. You will load the leave type "Paid Family Leave" and select one of the drop-down options "FMLA" or "Not FMLA."

The screenshot shows a form titled "Paid Family Leave". Below the title is a "Select Leave Type" dropdown menu. The dropdown is open, showing two options: "FMLA" and "Not FMLA". To the left of the dropdown, there is a text label "Click here to" partially visible.

You will then be given four reasons for Paid Family Leave. Examples are shown below for both FMLA and non FMLA.

This screenshot shows the "Paid Family Leave" form with "Not FMLA" selected in the "Select Leave Type" dropdown. To the right of the dropdown is a table with four rows, each representing a reason for leave. The first row is "Bonding", the second is "Medical", the third is "Medical Family", and the fourth is "Military". Each row has a "Reason:" label and an "Emp Sig:" label. The "Approved" checkbox is checked.

This screenshot shows the "Paid Family Leave" form with "FMLA" selected in the "Select Leave Type" dropdown. To the right of the dropdown is a table with four rows, each representing a reason for leave. The first row is "Bonding", the second is "Medical", the third is "Medical Family", and the fourth is "Military". Each row has a "Reason:" label and an "Emp Sig:" label. The "Approved" checkbox is checked.

If an employee is out of work for Paid Family Leave (bonding with a newborn), bonding must be selected.

If an employee is out of work and is eligible for Paid Family Medical Leave, one of the other three options must be selected (Medical, Medical Family, Military).