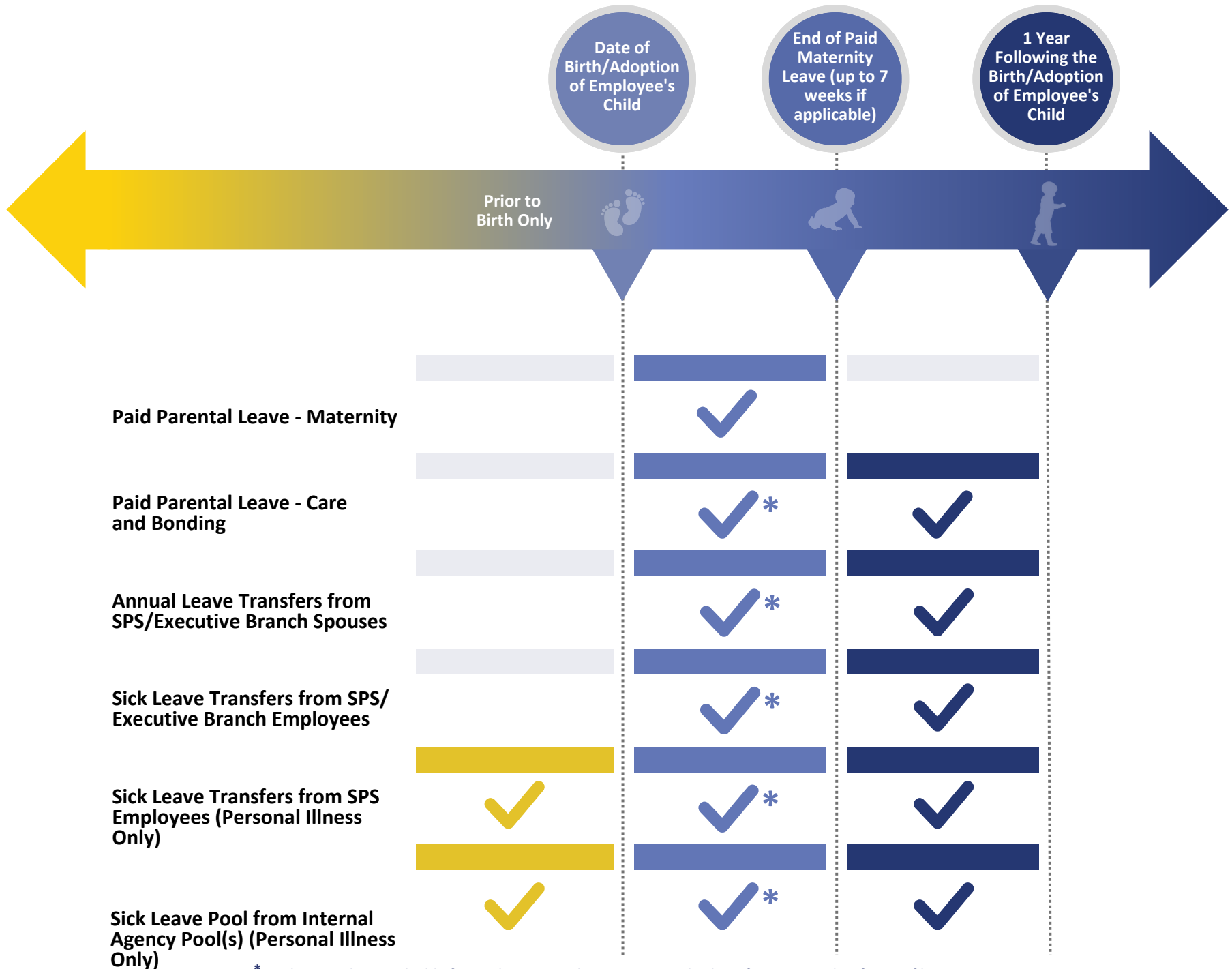


# Parental Leave Benefits for State Personnel System (SPS) Employees

(Effective December 11, 2023)



\*Employees who are eligible for paid maternity leave must use this benefit prior to other forms of leave.

**Parental Leave Benefits for State Personnel System (SPS) Employees  
(Effective December 11, 2023)**

<b>Leave Benefit</b>	<b>Reason(s) for Leave</b>	<b>Special Requirements</b>	<b>Eligibility Period</b>
<b>Paid Parental Leave-Maternity (Hours Type 0010)</b>	Employee's recovery immediately following birth	Once benefit activated in system, cannot use accrued leave or compensatory leave during the 7-week period; Must provide appropriate documentation following childbirth	Up to 7 weeks immediately following birth (starts next calendar day)
<b>Paid Parental Leave-Care &amp; Bonding with Child (Hour Types 0011-0014)</b>	Care and bonding following birth/adoption of employee's child	Must provide appropriate documentation as legal parent	Up to 2 weeks within 1 year following the birth or adoption, but excluding paid maternity leave period (if applicable)
<b>Annual Leave Transfers from SPS/Executive Branch Spouse (Hours Type 0051)</b>	Employee's recovery from childbirth, medical complications resulting from childbirth, and care and bonding following birth/adoption of employee's child	Must exhaust all paid parental leave, accrued sick leave, and all types of compensatory leave; Must provide appropriate documentation as determined by reason for leave	Within 1 year following the birth/adoption, but excluding paid maternity leave period (if applicable)
<b>Sick Leave Transfers From SPS/Executive Branch Employees (Hours Type 0052)</b>	Care and bonding following birth/adoption of employee's child	Must exhaust all paid parental leave, accrued sick leave, & all types of compensatory leave; Must provide appropriate documentation as legal parent; Counts toward 1,040 hours of traditional sick leave transfers; Limited to 16 weeks when combined with accrued sick leave and Hour Types 0011-0014.	Within 1 year following the birth/adoption, but excluding paid maternity leave period (if applicable)
<b>Sick Leave Transfers From State Personnel System or Agency Employees Only as Determined by Agency Transfer Plan (Hours Type 0052)</b>	Employee's recovery from birth and medical complications before and after birth	Must exhaust all annual leave, sick leave, and all types of compensatory leave; Absences certified by treating physician	As needed based on medical certification, but excluding paid maternity leave period (if applicable)
<b>Sick Leave Pool From Internal Agency Pool(s) (Hours Type 0052)</b>	Employee's recovery from birth and medical complications before and after birth	Must exhaust all annual leave, sick leave, and all types of compensatory leave; Documentation determined by agencies' procedures	As needed based on medical certification, but excluding paid maternity leave period (if applicable)

**Note:** Paid and unpaid parental leave used cannot exceed 6 months within 1 year following the birth or adoption of a child in accordance with the Family Supportive Work Program and Rule 60L-34.00421, F.A.C. For more information on parental leave including documentation requirements, please see the Policy Guideline on Administration of Parental Leave Benefits for SPS Employees Following the Birth or Adoption of a Child.