WILLIAMSBURG COUNTY SCHOOL DISTRICT

Office of Human Resources

PAID PARENTAL LEAVE (PPL) REQUEST FORM

For qualifying events occurring on or after October 1, 2026.

Employee Information

Employee name

Work location / position

Work phone / email

Supervisor

Date of request

Qualifying event date (actual or anticipated)

Requested PPL start date

Requested PPL end date

Expected return-to-work date

Reason for Request (check one)

- ☐ I gave birth, including a qualifying stillbirth — 6 weeks.
- ☐ I am the non-birth parent of a newborn — 4 weeks.
- ☐ I am the primary adoptive parent — 6 weeks.
- ☐ I am the non-primary adoptive parent — 4 weeks.
- ☐ I am a foster parent of a child in state custody — 4 weeks.

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PPL REQUEST FORM — CONTINUED

Foster Placement Schedule (if applicable)

☐ Consecutive leave

☐ Request nonconsecutive one-week increments (subject to approval)

Supporting Documentation

Attach documentation reasonably confirming the qualifying event, such as birth verification, an adoption placement/order, or foster placement agreement/order.

Prior PPL Use and Certification

☐ I have not used PPL in the preceding 12 months.

☐ I have used PPL in the preceding 12 months.

Dates of prior PPL _____

Employer / agency _____

I certify the information provided is accurate and will promptly notify HR of changes to the qualifying event or requested leave dates. HR will determine eligibility and issue a written decision.

Employee signature (type name) _____

Signature date _____

Important Information

- PPL is paid at 100% of the applicable rate of pay; eligible part-time leave is prorated.
- PPL does not reduce accrued annual or sick leave.
- PPL runs concurrently with FMLA when the employee is eligible for FMLA.
- Leave must be used within 12 months of the qualifying event.

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PPL REVIEW AND APPROVAL — HR USE ONLY

Employee

Work location

Eligibility and Qualifying Event

- ☐ Qualifying event occurred on/after October 1, 2026.
- ☐ Eligible district position verified; part-time leave prorated if applicable.
- ☐ Qualifying event documentation reviewed.
- ☐ Prior PPL use reviewed.
- ☐ Primary adoptive parent designation confirmed, if applicable.
- ☐ FMLA eligibility reviewed separately; notices issued if applicable.

Decision

- ☐ Approved
- ☐ Denied
- ☐ Pending additional information
- ☐ 6-week entitlement
- ☐ 4-week entitlement

Reason / missing documentation

Scheduled hours per week

Approved leave start

Approved leave end

Return-to-work date

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PPL REVIEW — HR USE ONLY (CONTINUED)

Foster schedule (if applicable) _____

FMLA Status

☐ Eligible — concurrent

☐ Not eligible

☐ Pending review

☐ Not applicable

Payroll / leave system code _____

HR reviewer _____

HR signature (type name) _____

HR signature date _____

Employee notified on _____

Notified by _____

Employee Notification / Important Conditions

• PPL is paid at 100% of the applicable rate of pay; eligible part-time leave is prorated.
• PPL does not deduct from accrued annual or sick leave.
• PPL runs concurrently with FMLA when applicable; eligibility is reviewed separately.
• Leave must be used within 12 months and does not carry over or pay out.
• Leave is generally consecutive; approved foster leave may be taken in one-week increments.
• Applicable legal holidays are not counted against PPL.

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PAID PARENTAL LEAVE — EMPLOYEE INFORMATION

Effective October 1, 2026

Leave Entitlements

- Employee who gives birth, including qualifying stillbirth: 6 weeks
- Non-birth parent of newborn: 4 weeks
- Primary adoptive parent: 6 weeks
- Non-primary adoptive parent: 4 weeks
- Foster parent of child in state custody: 4 weeks

How to Request

1. Complete and sign the WCSD PPL Request Form.
2. Attach available qualifying-event documentation.
3. Submit the request to the Office of Human Resources.
4. HR will review eligibility, coordinate applicable FMLA notices, and confirm approved dates in writing.

Important Reminders

An eligible employee may receive no more than one occurrence of PPL in a 12-month period. PPL must be used within 12 months of the qualifying event. Leave is generally consecutive, except approved foster leave in one-week increments. Eligibility and scheduling are subject to applicable law and district policy.

Legal References

S.C. Code §§ 8-11-151 and 8-11-156, as amended by 2026 Act No. 249. Review current district policy and state guidance before distribution.

www.scstatehouse.gov/code/t08c011.php

admin.sc.gov/services/state-human-resources/benefits-and-leave/parental-leave

WCSD Office of Human Resources | Updated October 28, 2026