A. In accordance with Clause #5 paragraph (j), the USPSC must submit a request to the Contracting Officer (CO) for approval of PPL.

To establish eligibility for PPL, the above-cited clause states that the CO must require the contractor to provide the following documentation:

1. Family and Medical Leave. The CO must obtain the required certifications for approval of family and medical leave in accordance with USAID policy, including Family and Medical Leave Application Request, Form AID 481-1.

2. Attestation of eligibility for Paid Parental Leave. To comply with paragraph (j)(3) of Clause #5, the contractor must provide to the CO a written attestation that:

   a. The USPSC is using PPL for up to twelve (12) workweeks in lieu of family and medical leave in connection with the anticipated birth or placement, including the expected date that PPL will start, and

   b. The contractor has a continuing parental role with respect to the newly born or placed child, and

   c. The anticipated schedule for the USPSC’s use of PPL as approved by the USPSC’s supervisor, and

   d. The USPSC’s acknowledgement that the CO will require the USPSC to provide appropriate documentation to show that the contractor’s use of PPL is directly connected with a birth or placement that has occurred, such as a birth certificate or a document from an adoption or foster care agency regarding the placement.

3. Contractor’s Agreement to Continue Performance (Clause #5, paragraph (j)(4)). To affirm the contractor’s agreement with the return service requirement associated with PPL, the contractor must agree, in writing and before commencement of the leave, to return immediately after completing paid parental leave to continue performance under the contract for at least 12 workweeks, and to meet this return service requirement regardless of the amount of leave taken by the contractor.

B. As part of the process to verify the USPSC’s eligibility for PPL, the CO must also ensure that there are at least 24 weeks left in the period of performance of the contract (12 weeks for the leave and 12 weeks for the mandatory period of performance requirement after completion of the leave). If the contractor’s request for PPL falls within the last 24 weeks of the contract, the CO must only authorize PPL for the time remaining before the contract completion date minus the 12 weeks mandatory return to work period. In other words, if there are only 18 weeks left before the completion date of the period of performance, the CO can only approve a maximum of six continuous weeks of PPL because the PSC must return to work for the 12 week mandatory period, irrespective of how much leave is taken.
C. Once the Contracting Officer has verified the eligibility and obtained the documentation required for the USPSC to be granted paid parental leave, the CO must send an email to uspsc@usaid.gov, with the following information (a template for this email is in paragraph f. below):

- Name of USPSC
- Contract Number
- Period of Performance (including any Options)
- Supervisor’s Name
- Date of birth or placement of the child
- Start date of PPL [must be the date of birth or placement]
- End date of PPL [must not exceed one year from the start date or 12-weeks before the completion date of the period of performance of the contract, whichever is earlier]

Dates of planned use of PPL by the PSC; or tentative plans if the PSC will take the leave intermittently during the one year period.

D. Payroll will inform the USPSC (with a copy to the CO and the Supervisor) when the code is available in WebTA for the USPSC’s use.

E. Reimbursement. If the contractor fails to return to work for the required 12-week obligation, the Agency will require reimbursement from the contractor of an amount equal to the total amount of the Government contributions paid by the Agency to or on behalf of the contractor to maintain the contractor’s health insurance coverage during the period of paid parental leave.

F. Email Template for CO to send to Payroll:

TO: USPSC Payroll (uspsc@usaid.gov)
From: Cognizant CO [Name/Office Symbol/Mission]
CC: [USPSC’s Supervisor], [USPSC ]
Subject: USPSC Paid Parental Leave: [USPSC Name]

I am the Contracting Officer for Contract # [insert contract number] with [insert name of USPSC] (cc’d above). In accordance with Section 5. Leave and Holidays, para. (j), Paid Parental Leave of the above-cited contract, [Name of USPSC] is eligible for paid parental leave.

Reason FMLA leave is being requested: (select appropriate reason)
- □ Birth of a child
- □ Placement for adoption
- □ Foster care placement

Date of birth or placement [Month/Date/Year]
Start date of PPL [Month/Date/Year]
End date of PPL [Month/Date/Year]
Indicate if USPSC prefers

☐ Intermittent use
☐ Continuous use

Please let [Name of USPSC] and me know when the code will be available for the USPSC’s use.

Thank you.