

Paid Parental Leave (PPL) Substitute Reimbursement Form

The Basics

Paid Parental Leave for State Employees: 115c-336.1

Section 5.1.(e)

- In the 2023 legislative session, the General Assembly provided funding for substitutes who were employed to fill a classroom teacher's duties, while he/she was on paid parental leave. This reimbursement is consistent with treatment with local education agencies. This funding is effective July 1, 2023.
- [Session Law 2023-14 Senate Bill 20](#)

Who is eligible for reimbursement?

- DPI will only reimburse for the established rate of a substitute for a classroom teacher who requires a substitute
- The classroom teacher must be an employee of the Independent Public School's (IPS) Board of Education.
- Contracted substitutes can be utilized because the substitute is not required to be an employee.

How much is the reimbursement?

- The IPS will be reimbursed at the certified daily rate of pay for a substitute established in law.
- This is 65% of the first step of the teacher certified salary schedule. This rate for 2023-24 is \$115 + 7.65% social security.
- The IPS is responsible for paying the employee's salary while they are out on paid parental leave.

How and when do I get reimbursed for substitute costs?

- School Business Services has developed a substitute reimbursement form located on the FBS website under the [What's New](#) Section.
- For fiscal year 2023-24, School Business will provide the first reimbursement in January 2024.
- The next reimbursement will be in June 2024. Submission deadlines and reimbursement dates are provided on the reimbursement form.

Understanding the Paid Parental Leave Substitute Reimbursement Form

PPL Substitute Reimbursement Form

How do we complete this?

North Carolina Department of Public Instruction
Parental Leave Substitute Reimbursement Form for Independent Public Schools

Independent Public School Number and Name:

This form must be completed by the Finance Officer/Director, signed, and submitted to North Carolina Department of Public Instruction (NCDPI) School Business. Independent Public Schools (IPS) will be reimbursed at the licensed rate of pay (65% of first step of teacher certified salary schedule) established by NCDPI. Reimbursements are processed via Allotment revisions in PRC 036 for Charter Schools and PRC 038 for Regional and Lab Schools. Please submit one form per Classroom Teacher on Leave. Notice of IPS election to participate in Paid Parental Leave must be provided to DPI before consideration of reimbursement.

We hereby request reimbursement for the cost of substitutes employed in the absence of the regular teacher due to Approved Parental Leave. Below is the teacher on Leave, a list of the applicable substitutes paid, and the total requested reimbursement in accordance with [G.S. 126-8.6](#).

Name of Classroom Teacher on Paid Parental Leave:

Options: Full-Time, Part-Time, Probationary, Time-Limited

Please List All Substitutes Covering the Teacher on Leave	Substituted On What Dates (Starting Date to Ending Date)	Licensed? (Y/N)	Daily Rates		Total Requested Reimbursement
			Number of Days Substituted	Calculated Reimbursement	
				\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00
				\$ 0.00	\$ 0.00
Subtotals			0.00	\$ 0.00	\$ 0.00
Total Requested Reimbursement (Rounded)					\$ 0

****I attest that the information provided in the document is accurate and true. The teacher that our IPS is seeking substitute reimbursement for is an employee of the Independent Public School's Board of Education. I understand that this is an official document of record that complies with the rules and policies of the Paid Parental Leave for Substitutes. I acknowledge that submission of this form does not constitute an automatic approval of payment and is subject to review and adjustment by DPI, including repayment of funds in the event an overpayment was issued.****

Return completed forms to: Allotments@dpi.nc.gov with "Parental Leave Reimbursement Request for IPS# and Name -" in the email subject line by adding your IPS # and IPS Name and pressing the submit button at the bottom of the form. Forms will be received and compiled for processing. Submission deadlines for the 2023-2024 school year are as follows:

Beginning Submission Date	Ending Submission Date	Reimbursement Date
Tuesday, January 2, 2024	Thursday, January 12, 2024	Friday, January 26, 2024
Monday, May 20, 2024	2024 Friday, May 31, 2024	Monday, June 10, 2024

As a reminder, Independent Public Schools should not use Absence Code 25 for Paid Parental Leave. For policy questions regarding the Paid Parental Leave reimbursement, contact the Office of Charter Schools at ocs@dpi.nc.gov.



Press to submit

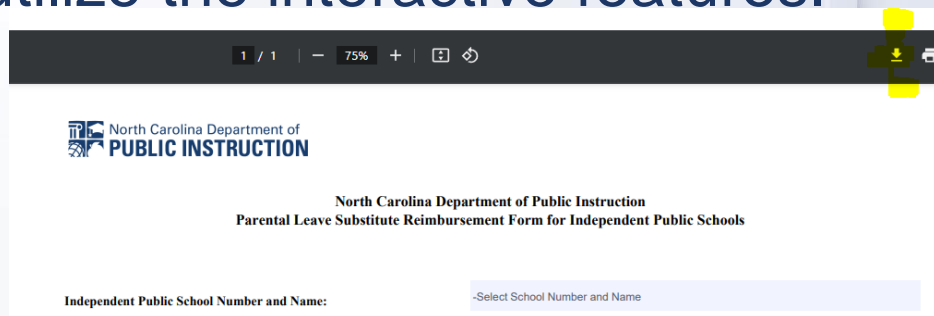
Where is the form?

- Obtain the form from the [DPI FBS Website](#) located under the Paid Parental Leave Section.

Paid Parental Leave

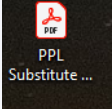
- [Paid Parental Leave Presentation August 2, 2023](#)
- [Parental Leave Employee Benefits Manual Updates August 2, 2023](#)
- [Draft Reimbursement Procedures to IPS for Classroom Substitutes Updated November 3, 2023](#)
- [Paid Parental Leave Substitute Reimbursement Form-Draft November 3, 2023](#)
- [Paid Parental Leave Substitute Reimbursement Form December 8, 2023](#)

- Download the form to your computer by selecting the download icon. This pdf must be downloaded to utilize the interactive features.



The screenshot shows a PDF document viewer interface. At the top, there is a dark toolbar with icons for page navigation (1 / 1), zoom (75%), and a download icon. Below the toolbar, the document content is displayed. It features the North Carolina Department of Public Instruction logo on the left. The title of the document is centered: "North Carolina Department of Public Instruction Parental Leave Substitute Reimbursement Form for Independent Public Schools". At the bottom, there are two input fields: "Independent Public School Number and Name:" and "-Select School Number and Name".

How do we complete the reimbursement form?

- Open the saved pdf 
- Select the IPS Number and Name.
- Note that only approved schools that opted-in are included.



North Carolina Department of Public Instruction Parental Leave Substitute Reimbursement Form for Independent Public Schools

Independent Public School Number and Name:

This form must be completed by the Finance Officer/Director, signed, and submitted to the Department of Public Instruction. Independent Public Schools (IPS) will be reimbursed at the licensed rate of pay for substitutes. Reimbursements are processed via Allotment revisions in PRC 036 for Chartered Schools and Classroom Teacher on Leave. Notice of IPS election to participate in Paid Parental Leave is required.

We hereby request reimbursement for the cost of substitutes employed in the amount of _____ on Leave, a list of the applicable substitutes paid, and the total requested reimbursement in accordance with [G.S. 126-8.6](#).

-Select School Number and Name

-Select School Number and Name

- 00A - North Carolina Cyber Academy
- 00B - NC Virtual Academy
- 01C - Clover Garden
- 01D - The Hawbridge School
- 06B - Marjorie Williams Academy
- 07A - Washington Montessori
- 09A - Paul R Brown Leadership Academy

Classroom Teacher and Substitute Information

- Type the classroom teacher on PPL.

Name of Classroom Teacher on Paid Parental Leave:

- Select the teacher's employment status.

Options: Full-Time, Part-Time, Probationary, Time-Limited

- Here are the employment status options:

- Full-Time
- Part-Time
- Probationary
- Time-Limited
- Select Teacher Status

- Complete the substitute coverage sections in blue.

Please List All Substitutes Covering the Teacher on Leave	Substituted On What Dates (Starting Date to Ending Date)	Licensed? (Y/N)	Daily Rates
			Number of Days Substituted
Jane Doe	9/1/23, 9/5/23 - 9/22/23	Y	15.00
Paul Pants	9/25/23-10/31/23	Y	27.00
Sally Shoes	11/1/23-11/9/23, 11/13/23 - 11/22/23, 11/27/23-12/1/23	Y	21.00

Substitute Coverage Dates

- You can enter a range of substitute dates, but do not include non-instructional days (e.g. during the summer, holidays, etc.)
- There was a break in the date range for this submission due to the 9/4/23 Labor Day Holiday.

Please List All Substitutes Covering the Teacher on Leave	Substituted On What Dates (Starting Date to Ending Date)
Jane Doe	9/1/23, 9/5/23 - 9/22/23

- There was a break in the date range for this submission due to the 11/10/23 Veteran's Day Holiday and the 11/23/23-11/24/23 Thanksgiving Holiday.

Sally Shoes	11/1/23-11/9/23, 11/13/23 - 11/22/23, 11/27/23-12/1/23
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Auto Calculated Fields and Reimbursement Amount

- The form will auto calculate the reimbursement.

Calculated Reimbursement	Social Security Rate	Total Requested Reimbursement
\$ 1,725.00	\$ 131.96	\$ 1,856.96
\$ 3,105.00	\$ 237.53	\$ 3,342.53
\$ 2,415.00	\$ 184.75	\$ 2,599.75

Subtotals		63.00	\$ 7,245.00	\$ 554.24	\$ 7,799.24
Total Requested Reimbursement (Rounded)					\$ 7,799

- If there are no discrepancies upon final review, DPI will reimburse the IPS \$7,799.00

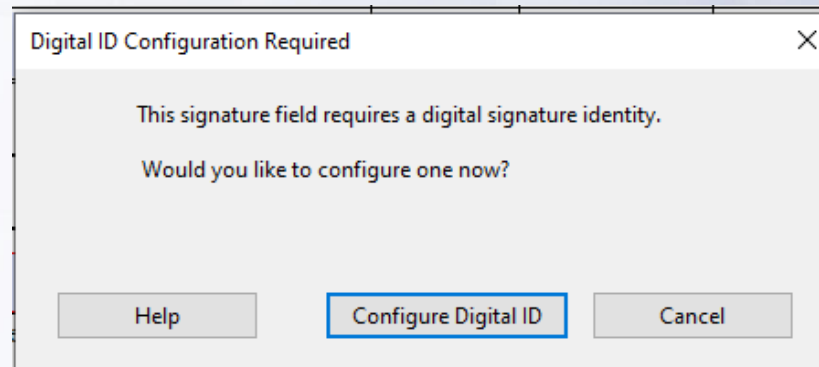
Finance Officer / Director Information and Signature

- Complete the Finance Officer / Finance Director information.

<input type="text"/>	<input type="text"/>
Finance Officer/Director	Date
<input type="text"/>	<input type="text"/>
Email	Phone

- Your digital signature is required.

Signature of Finance Officer/Director



Attestation and Submission Instructions

- Please read the attestation BEFORE signing the document.

I attest that the information provided in the document is accurate and true. The teacher that our IPS is seeking substitute reimbursement for is an employee of the Independent Public School's Board of Education. I understand that this is an official document of record that complies with the rules and policies of the Paid Parental Leave for Substitutes. I acknowledge that submission of this form does not constitute an automatic approval of payment and is subject to review and adjustment by DPI, including repayment of funds in the event an overpayment was issued.

- Adhere to the deadline dates and submission instructions.

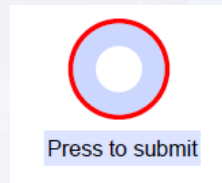
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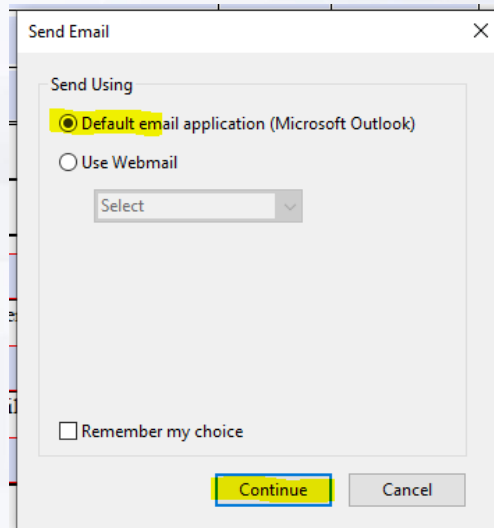
As a reminder, Independent Public Schools should not use Absence Code 25 for Paid Parental Leave. For policy questions regarding the Paid Parental Leave reimbursement, contact the Office of Charter Schools at ocs@dpi.nc.gov.

Final Submission

- Click the red interactive “Press to submit” button located at the bottom of the form.

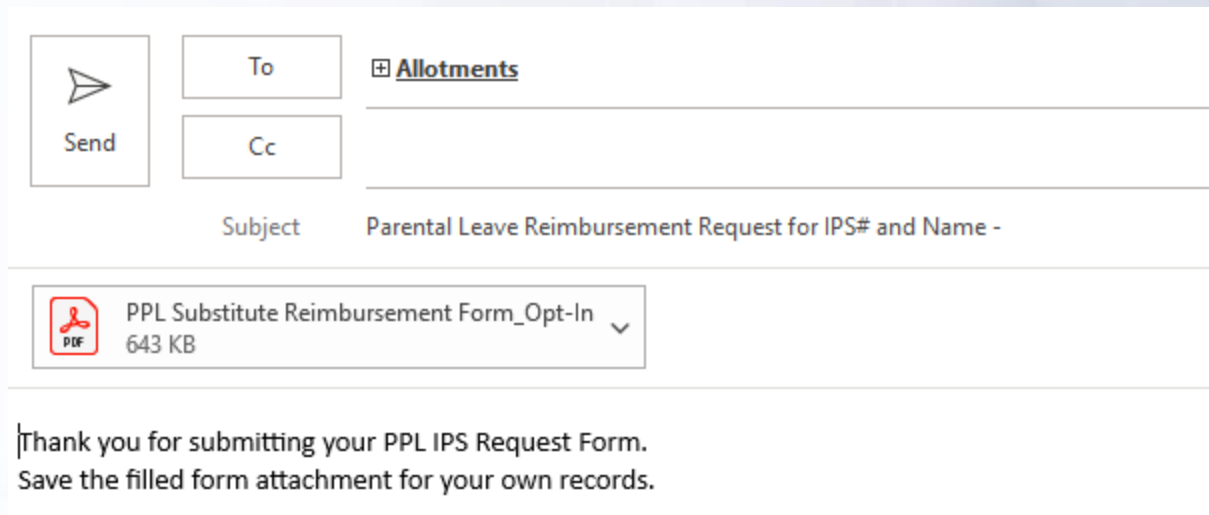


- The following box will appear and you can press the Continue button if the default settings will suffice.



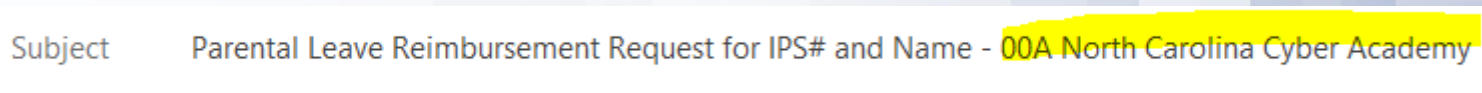
Email Submission to DPI

- Your reimbursement form will automatically attach to your email with the scripted settings.



The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. To its right are 'To' and 'Cc' input fields. The 'To' field contains the text 'Allotments'. Below these is a 'Subject' field containing 'Parental Leave Reimbursement Request for IPS# and Name -'. Underneath the subject field is an attachment box containing a PDF icon, the text 'PPL Substitute Reimbursement Form_Opt-In', and '643 KB'. At the bottom of the form is a message: 'Thank you for submitting your PPL IPS Request Form. Save the filled form attachment for your own records.'

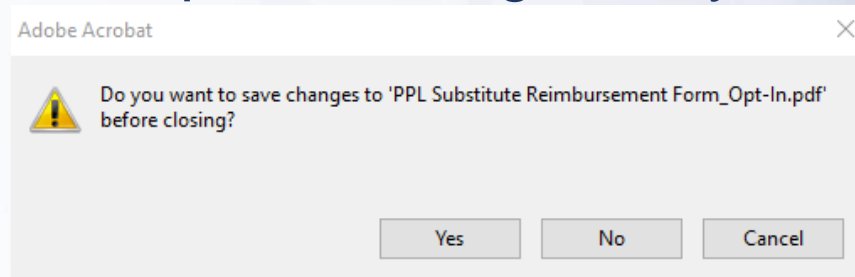
- Add your IPS number and IPS name in the subject line



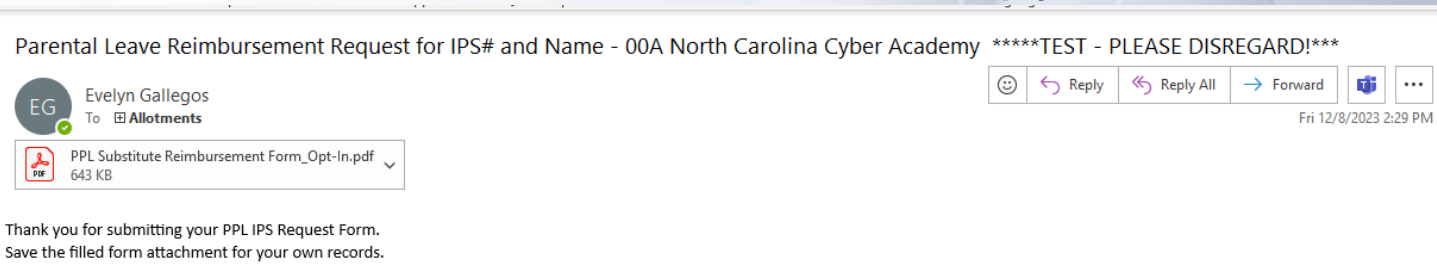
The screenshot shows the 'Subject' field of an email composition window. The text in the field is 'Parental Leave Reimbursement Request for IPS# and Name - 00A North Carolina Cyber Academy'. The text '00A North Carolina Cyber Academy' is highlighted in yellow.

Final Submission

- After the email submission to DPI, you will be prompted to update changes on your form.



- Create a system to maintain the reimbursement forms. Suggestion: Save the forms in a file with the teacher's name.
- Your sent folder will also have a copy of the form.



What is DPI's Final Review and Reimbursement Process?

Final Review Process

- Once the form is received by the Allotments Section, the submission will be recorded and reviewed for accuracy.
- Once approved for reimbursement, the request will be added to the respective batch and a confirmation of receipt will be provided to the IPS.
 - Batch 1: Forms submitted by January 12th
 - Batch 2: Forms submitted by May 31st
- If the submitted form is not approved initially, Allotments will notify the IPS of the status and needed adjustments or corrections.
- Approved reimbursement requests will be allotted in PRC 036 on the date noted on form

Who do I contact?

Paid Parental Leave Contact List

- For policy questions, contact the Office of Charter Schools at ocs@dpi.nc.gov.
- For reimbursement questions, contact the School Business Services Allotments Section at Allotments@dpi.nc.gov.

Key Resources

Key Resources

Located on the [FBS Website](#):

- [Paid Parental Leave Presentation](#)
- [Parental Leave Employee Benefits Manual Updates](#)
- [Draft Reimbursement Procedures to IPS for Classroom Substitutes](#)
- [Paid Parental Leave Substitute Reimbursement Form](#)

The General Assembly of NC enacts Paid Parental Leave for State Employees under [G.S. 126-8.6](#).

Created 1/4/2024



North Carolina Department of
PUBLIC INSTRUCTION