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?
Where is the form?

• Obtain the form from the DPI FBS Website located under the Paid Parental Leave Section.

• Download the form to your computer by selecting the download icon. This pdf must be downloaded to utilize the interactive features.
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.
Classroom Teacher and Substitute Information

- Type the classroom teacher on PPL.

Name of Classroom Teacher on Paid Parental Leave: John Smith

- Select the teacher’s employment status.

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

Full-Time

- Here are the employment status options:

- Complete the substitute coverage sections in blue.

<table>
<thead>
<tr>
<th>Please List All Substitutes Covering the Teacher on Leave</th>
<th>Substituted On What Dates (Starting Date to Ending Date)</th>
<th>Licensed? (Y/N)</th>
<th>Daily Rates Number of Days Substituted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>9/1/23, 9/5/23 - 9/22/23</td>
<td>Y</td>
<td>15.00</td>
</tr>
<tr>
<td>Paul Pants</td>
<td>9/25/23-10/31/23</td>
<td>Y</td>
<td>27.00</td>
</tr>
</tbody>
</table>
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.
- 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.
Auto Calculated Fields and Reimbursement Amount

- The form will auto calculate the reimbursement.

<table>
<thead>
<tr>
<th>Calculated Reimbursement</th>
<th>Social Security Rate</th>
<th>Total Requested Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,725.00</td>
<td>$131.96</td>
<td>$1,856.96</td>
</tr>
<tr>
<td>$3,105.00</td>
<td>$237.53</td>
<td>$3,342.53</td>
</tr>
<tr>
<td>$2,415.00</td>
<td>$184.75</td>
<td>$2,599.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotals</th>
<th>63.00</th>
<th>$7,245.00</th>
<th>$554.24</th>
<th>$7,799.24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Requested Reimbursement (Rounded)</td>
<td></td>
<td></td>
<td></td>
<td>$7,799</td>
</tr>
</tbody>
</table>

- 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.

- Your digital signature is required.
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.

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:

<table>
<thead>
<tr>
<th>Beginning Submission Date</th>
<th>Ending Submission Date</th>
<th>Reimbursement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, January 2, 2024</td>
<td>Thursday, January 12, 2024</td>
<td>Friday, January 26, 2024</td>
</tr>
<tr>
<td>Monday, May 20, 2024</td>
<td>2024 Friday, May 31, 2024</td>
<td>Monday, June 10, 2024</td>
</tr>
</tbody>
</table>

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.

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

Subject: Parental Leave Reimbursement Request for IPS# and Name - 00A North Carolina Cyber Academy
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.

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