

# HOW TO SUBMIT REQUESTS FOR PPI

Updated 7.25.2022

## Application Process

1. Employees shall inform their immediate of the need to use paid prenatal, paid parental and/or infant wellness leaves with as much notice as possible.
2. Once an employee informs their immediate supervisor or PPI Coordinator of the need to use paid prenatal, paid parental and/or infant wellness leaves, the employee shall submit a PPI Application(s), along with the require documentation by visiting the [PPI Portal – Application Submissions](#).
3. Required documentation for prenatal, parental and infant wellness leave:
  - 3.1. For **prenatal leave**, the employee shall submit via the [PPI Portal – Application Submissions](#) a healthcare provider statement confirming pregnancy **and** expected date of birth (due date).
  - 3.2. For **parental leave and/or infant wellness leave**, the employee shall submit via the [PPI Portal – Application Submissions](#) the following:
    - 3.2.1. Birth Certificate or Verification of Birth Facts (***birth facts accepted for the first 31 days after birth***); or
    - 3.2.2. Adoption or foster placement documents
4. Only electronic submissions via the [PPI Portal – Application Submissions](#) will be accepted and processed as of July 25, 2022.
5. The PPI Coordinator shall determine eligibility of the requesting employee's PPI Application.
  - 5.1. If the requesting employee has been deemed eligible for the requesting leave, the employee will receive notice of approval at the email entered for the employee via the via the [PPI Portal – Application Submissions](#). **Note: Paid parental leave shall run concurrently with leave available under the Family and Medical Leave Act (FMLA) as defined in [AP 3-2](#), if the employee is eligible for FMLA.**
  - 5.2. If the requesting employee has been deemed or determined to not be eligible, the employee will receive notice of denial at the email entered for the employee via the [PPI Portal – Application Submissions](#), along with the reasons for the denied application.

## Leave Request Submissions

6. Employees who have been approved to use **paid prenatal leave** or **infant wellness leave** **are required** to submit an appropriate healthcare provider statement for each use via the [PPI Portal - Leave Requests](#). **Note: Employees who are absence for their entire shift will shall have the entire scheduled shift deducted from their available paid parental leave or infant wellness bank on an hour for hour basis, unless the employee combines the PPI leaves with some other appropriate available accrued leave (i.e., vacation, compensatory, PTO, etc.).**
7. The employee will receive notice of approval or denial of the PPI Leave Request at the email entered for the employee via the [PPI Portal - Leave Requests](#).
  - 7.1. The PPI Coordinator will denote the employee's timecard, as appropriate.

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- 7.2. Employees who fail to submit an appropriate healthcare provider statement and/or the number of hours to cover an employee's absence away from work may request to use appropriate accrued leave to cover an absence away from work.
8. **Paid parental leave** may be taken all at one time or intermittently provided the leave is taken in one (1) week increments for each instance of leave. When an eligible employee would like to take paid parental leave intermittently, the eligible employee shall consult with the department and make a reasonable effort to schedule the leave so as not to unduly disrupt the department's operations.
- 8.1. The employee shall submit their request for paid parental leave via the [PPI Portal - Leave Requests](#).
- 8.2. When parental leave is used intermittently, the supervisor shall notify the PPI Coordinator via email at [PPILeaves@houstontx.gov](mailto:PPILeaves@houstontx.gov) for each occurrence use.
- 8.3. Regardless of whether paid parental leave is taken all at one time or intermittently, the PPI Coordinator or designee will denote the eligible employee's timecard as appropriate and/or approve the employee's timecard, if necessary.

**Questions regarding these procedures should be submitted to [PPILeaves@houstontx.gov](mailto:PPILeaves@houstontx.gov).**

**Due to the high volume of expected requests, it may take up to seven (7) calendar days to receive a response. It is not necessary to submit multiple emails or documents via the PPI Portal.**