

### Application for Supplemental Funding for Paid Parental Leave

Supplemental funding is available to County Departments who need LTE or overtime funding in order to cover for employees who will be on Paid Parental Leave. Departments should submit this form to the **CONTROLLER'S OFFICE** in order to receive supplemental funding. Supplemental funding is only available for a maximum of 240 hours (approximately six weeks).

Please work with your budget analyst if you need assistance completing this form.

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Department: \_\_\_\_\_ Division/Org: \_\_\_\_\_

Agency #: \_\_\_\_\_ Org #: \_\_\_\_\_

Employee Leave Start Date: \_\_\_\_\_

Employee Leave End Date: \_\_\_\_\_

#### **Supplemental Funding Calculation**

Position Classification	
Pay Rate	
Requested LTE Hours	
Requested OT Hours	
LTE Amount	
OT Amount	
Employee WRS Rate	
Employee Retirement Amount	
Employee Social Security Amount	
Total Amount	

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#### ***For Controller's Office Use Only***

Amount Approved: \_\_\_\_\_

Date: \_\_\_\_\_