

**Katie Hobbs**  
Governor



**Elizabeth  
Alvarado-Thorson**  
Director

## **ARIZONA DEPARTMENT OF ADMINISTRATION**

DIVISION OF BUSINESS & FINANCE  
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### **MEMORANDUM**

**Date:** September 07, 2023

**To:** Agency Chief Financial Officers and Payroll Coordinators

**From:** ADOA Central Payroll

**Subject:** Paid Parental Leave

In accordance with Governor Katie Hobbs' announcement on Paid Parental Leave on September 07, 2023, and the Arizona State Personnel System Policy Number ASPS/HRD-PA6.05, effective September 02, 2023, the following two pay codes have been created and are available for use in the Y.E.S./H.R.I.S. on September 07, 2023, with an effective date of September 02, 2023:

- 1) Pay Code: 341F: FMLA-Paid Parental Leave  
Pay Summary Group: 34M: FMLA-Paid Parental Leave
  
- 2) Pay Code: 341: Paid Parental Leave  
Pay Summary Group: 341: Paid Parental Leave

If approved for Paid Parental Leave, an employee will use Pay Code 341F to use Paid Parental Leave concurrently with FMLA or Pay Code 341 if their FMLA is exhausted.

Please contact your Agency's **Chief Human Resources Officer** for information regarding Paid Parental Leave.

The Paid Parental Leave pay codes 341F and 341, as listed above, will be mapped to Object Code 6049: Other Compensated Leave Charges for all other compensated leave, including administrative, bereavement, civic duty, and recognition in the AFIS/AZ360 accounting system.