**INFORMATIONAL CIRCULAR NO. 20-P-003**

**DATE:** July 23, 2019

**SUBJECT:** Implementation of District of Columbia Paid Family Leave Program

**EFFECTIVE DATE:** Payroll Period Ending September 21, 2019

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**APPROVAL:**

**SUMMARY:** Implementation of District of Columbia Paid Family Leave Program

The District of Columbia Universal Paid Leave Act (the Act) of 2015 became effective on April 7, 2017. The Act established the Paid Family Leave program for employees living and working in the District of Columbia that is funded wholly by employer contributions. Detailed information on the program is available on the District of Columbia website at <https://dcpaidfamilyleave.dc.gov/>.

For 2019 the employer rate is 0.62% of gross wages and will be effective for the pay period beginning September 8, ending September 21, 2019, paid on October 4, 2019. The following tax class should be used in calculating and reporting the District of Columbia paid family leave employer contributions:

|  |  |
| --- | --- |
| ***Tax Class*** | **Description** |
| 4 | Family Leave Insurance – ER |

The Office of the Chief Financial Officer, Payroll Systems Team is responsible for making this change in the SHARP system. Regent institutions are responsible for ensuring this change is reflected in their individual systems and is effective with the payroll period noted above. Regent institutions should also submit test payroll file sets to Statewide Payroll for approval by no later than August 31, 2019.

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