

DEPARTMENT OF HOMELAND SECURITY

U.S. COAST GUARD

AGREEMENT TO COMPLETE 12-WEEK WORK OBLIGATION

(to be completed before commencement of paid parental leave)

Privacy Act Statement

Authority: 5 U.S.C. § 301; 5 U.S.C. 5501-5597; 44 U.S.C. 3101; 14 U.S.C. § 93, Commandant; general powers

Purpose: To assess the Coast Guard civilian personnel request for paid parental leave agreement in accordance with the Federal Employee Paid Leave Act (FEPLA) provisions.

Routine Uses: United States Coast Guard officials will use this information to approve paid parental leave requests for USCG civilian employees. Any external disclosures of information within this record will be made in accordance with DHS/ALL-019 Payroll, Personnel, and Time and Attendance Records System of Records, 80 FR 58283 (September 28, 2011).

Disclosure: Furnishing this information is strictly voluntary. However, failure to provide this information may result in delay in approval. In order to assist with maintaining confidentiality, respondents are advised not to include any additional personally identifiable information (PII) or personal health information (PHI) in their responses.

Pursuant to Subpart Q of Title 5, Code of Federal Regulations, Part 630, employees may not use paid parental leave in connection with a birth, adoption or foster placement of their child unless the employee agrees in writing, before the commencement of such leave, to work for his/her employing agency for not less than 12 weeks beginning on the employee's first scheduled workday after such leave concludes. See 5 CFR § 1705.

I, _____, by my signature below, agree to work for the Department of Homeland Security (DHS) for a period of not less than 12 weeks upon the conclusion of my paid parental leave.

I understand that the term "work" means being in a duty status and excludes any periods (paid or unpaid) of leave, time off (including holiday time off), or other nonduty status (including furlough or AWOL status). See 5 CFR § 1705(b)(2).

I understand that if I earn leave on an uncommon tour of duty, my 12-week work obligation will be converted into hours or days, based on my scheduled tour of duty. See 5 CFR § 1705(c) - (d).

I understand that the required 12-week work obligation is fixed and not proportionally reduced if I use less than 12 weeks of paid parental leave. See 5 CFR § 1705(b)(4).

I understand that only work performed after use of paid parental leave concludes counts toward the 12-week work obligation. I understand that any period(s) of work during intermittent usage of paid parental leave (i.e., work performed prior to the conclusion of the use of paid parental leave) does not count toward the 12-week work obligation. See 5 CFR § 1705(b)(4).

I understand that if I fail to return to work for the required 12 weeks of work, the U.S. Coast Guard may require me to make a reimbursement equal in amount to the total amount of any Government contributions paid by the agency on my behalf to maintain my health insurance coverage under the Federal Employees Health Benefits (FEHB) Program established under 5 U.S.C. chapter 89 during the period(s) when paid parental leave was used.

I understand that separating from DHS before completing the required 12 weeks of work is considered failing to return to duty for the purposes of this paragraph; an intra-agency reassignment without a break in service will not be considered a separation. See 5 CFR § 1705(f).

I understand that the determination to impose a reimbursement requirement is the sole and exclusive discretion of the U.S. Coast Guard, except if I am unable to return to work for the required 12 weeks because of the continuation, recurrence, or onset of a serious health condition (including mental health) for myself or the child whose birth or placement the paid parental leave was used or for circumstances beyond my control as described in 5 CFR 1705(h) (if the serious health condition applies to the employee, it must be related to the applicable birth or placement). See 5 CFR § 1705(f)(2). If I do not meet those conditions and if the U.S Coast Guard determines that reimbursement must be made, I understand that it must seek collection of the full amount and that there is no authority for a partial waiver of the amount owed.

If the U.S. Coast Guard determines that the reimbursement requirement applies, I agree to make the required reimbursement to DHS consistent with 6 CFR Part 11 and DHS Financial Management Policy Manual, Chapter 3.14.

Employee's Signature:		Date:	
Title:	Organization:	Office Symbol:	
Supervisor's Signature:		Date:	Telephone No.

Note: Employee's paid parental leave request must be attached to this work obligation agreement.