

# Paid Parental Leave

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# Agenda

- Parental Leave Act
- Submission Tool and Dates
- Parental Leave Tool Clarifications
- TDOE Expanded Leave Details and/or Calculator Tool
- Payroll Documentation Examples
- Scenarios
- Accounting for Parental Leave
- Resources



# Parental Leave Act

# Chapter 399 of the Public Acts of 2023

- [Chapter 399 of the Public Acts of 2023](#) is codified at T.C.A. § 8-50-814 and mandates local education agencies (LEAs) grant eligible licensed employees of the LEA six paid workweeks after a birth or stillbirth of the employee's child or employee's adoption of a newly placed minor child.
- The department will reimburse an LEA in an amount equal to the leave paid by the LEA to the eligible employee.
- Leave must be paid at 100% of the employee's salary
- Effective May 11, 2023

# Chapter 875 of the Public Acts of 2024

- [Chapter 875 of the Public Acts of 2024](#) amended T.C.A. § 8-50-814
- Inclusive of **public charter schools**
- Effective May 1, 2024

# Chapter 163 of the Public Acts of 2025

- Amends T.C.A. § 8-50-814(a), effective April 11, 2025.
- Authorizes an eligible employee to qualify for paid leave during the legal process for adopting a newly placed minor child. [Chapter 163 of the Public Acts of 2025](#)
- “Adoption” includes that period of time beginning with the filing of an adoption petition and the initial placement of a minor child within the residence of a prospective adoptive parent pursuant to a court-ordered parental power of attorney or guardianship or custodial order until the issuance of a final order of adoption by the court.



# Chapter 235 of the Public Acts of 2025

- Changes the definition of “eligible employee”
- Requires each local school board to adopt a policy regarding how the 6 workweeks will be taken
- Effective April 23, 2025
- [Chapter 235 of the Public Acts of 2025](#)

# Parental Leave Definitions

- “Eligible employee” means a teacher, principal, supervisor, or other individual required by law to hold a valid license of qualification for employment in the public schools of this state and who meets the following requirements:
  - Has a valid license of qualification, or an emergency credential issued by the department of education, required for the position the employee holds;
  - Has been employed full-time with the same local education agency or public charter school for at least twelve (12) consecutive months in a position for which the employee is required by law to hold a valid license of qualification, or an emergency credential issued by the department of education, at the time of the birth, adoption, or stillbirth of the employee’s child;



# Parental Leave Definitions

- “Eligible employee” (*continued*):
  - Has held a valid license of qualification or an emergency credential issued by the department of education for the entire twelve (12) consecutive months of employment with the local education agency or public charter school.
- “Birth” has the same meaning as “live birth” as defined in T.C.A. § 68-3-102

# Parental Leave Definitions

- “Stillbirth” has the same meaning as defined in T.C.A. § 68-3-102.
  - Unintended, intrauterine fetal death after a gestational age of not less than 20 completed weeks or with a weight of 350 grams or more.
- “Newly placed minor child” means the adoption of a minor child that results in a change of custody of that child.

# Six (6) Work Weeks of Paid Leave

- Each local board of education and public charter governing body shall adopt a policy that requires the six (6) workweeks of paid leave to be:
  - Taken consecutively, except in extenuating circumstances as determined and approved by the director of schools or the director of the public charter school; or
  - Taken non-consecutively, but in increments of no less than one (1) week; and
  - Taken within twelve (12) months of the qualifying event

# Parental Leave Tool and Submission Dates

# Parental Leave Tool in ePlan

The screenshot displays the ePlan Home interface. At the top, there are dropdown menus for the year (2025) and status (Active). The left sidebar contains a navigation menu with the following items: ePlan Home, Administer, Search, Reports, Inbox, Planning, Monitoring, Funding, Data and Information, Reimbursement Requests, Project Summary, LEA Document Library, Address Book, TDOE Resources, Help for Current Page, Contact TDOE, and ePlan Sign Out. A red arrow points to the 'Data and Information' item in this menu. The main content area is titled 'Data and Information' and lists various tools and reports. A second red arrow points to the 'Parental Leave' item in this list.

Navigation Menu	Data and Information Section
ePlan Home	<b>Data and Information</b>
Administer	<a href="#">Academic Special Courses</a>
Search	<a href="#">ARP ESSER Liquidation Extension Request</a>
Reports	<a href="#">ARP Homeless Liquidation Extension Request</a>
Inbox	<a href="#">Comparability</a>
Planning	<a href="#">Coordinated School Health Action Plan</a>
Monitoring	<a href="#">CTE Special Programs of Study</a>
Funding	<a href="#">Data Report for Students with Disabilities</a>
<b>Data and Information</b>	<a href="#">Education Stabilization Fund - ESSERF Data Collection</a>
Reimbursement Requests	<a href="#">ESL Staffing Ratios</a>
Project Summary	<a href="#">ESSER 3.0 Additional Funds Intent to Apply</a>
LEA Document Library	<a href="#">ESSER Reporting and Recording Federal Interest</a>
Address Book	<a href="#">Federal Program Waiver Request</a>
TDOE Resources	<a href="#">Grant Award Notifications</a>
Help for Current Page	<a href="#">IDEA Parentally-Placed Non-Public School Reserve Calculation</a>
Contact TDOE	<a href="#">Indirect Cost</a>
ePlan Sign Out	<a href="#">Indirect Cost Data Collection</a>
	<a href="#">Non-Public School Survey</a>
	<b>Parental Leave</b>
	<a href="#">Physical Activity Compliance Report</a>
	<a href="#">Prayer Certification</a>




# Parental Leave Tool and Checklist

- Overview and Instructions Page
- Cover Page
  - Contact information
- Applicable Quarter Expanded Leave Details
- Links for LEAs to provide(in alphabetical order):
  - Licensures
  - Birth certificates, adoption decrees, or official letters to acknowledge stillbirth
  - Payroll documentation
  - Reimbursement calculations
  - Employee details
- Checklist
  - Helpful reference for LEAs
  - Indicates needed corrections

Change Status To: [Draft Started](#)

[View Change Log](#)

[Delete this Data and Information Revision](#)

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
 History Log	
	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
 Parental Leave	
	<a href="#">Overview and Instructions</a>
	<a href="#">Cover Page</a>
	<a href="#">Quarter 1 Expanded Leave Details</a>
	<a href="#">Related Documents</a>
 Checklist and Review	
	<a href="#">Parental Leave Checklist</a>
	<a href="#">TDOE: Internal Review Quarter 1</a>
All	

# Parental Leave Submission Dates

Quarter	Open Date	Close Date	Reporting Period
1	10/15/2024	11/5/2024	7/1/2024 - 9/30/2024
2	1/15/2025	2/5/2025	10/1/2024 - 12/31/2024
3	4/15/2025	5/5/2025	1/1/2025 - 3/31/2025
4	7/15/2025	8/5/2025	4/1/2025 - 6/30/2025



# Parental Leave Tool Clarifications

# Parental Leave Tool Clarifications

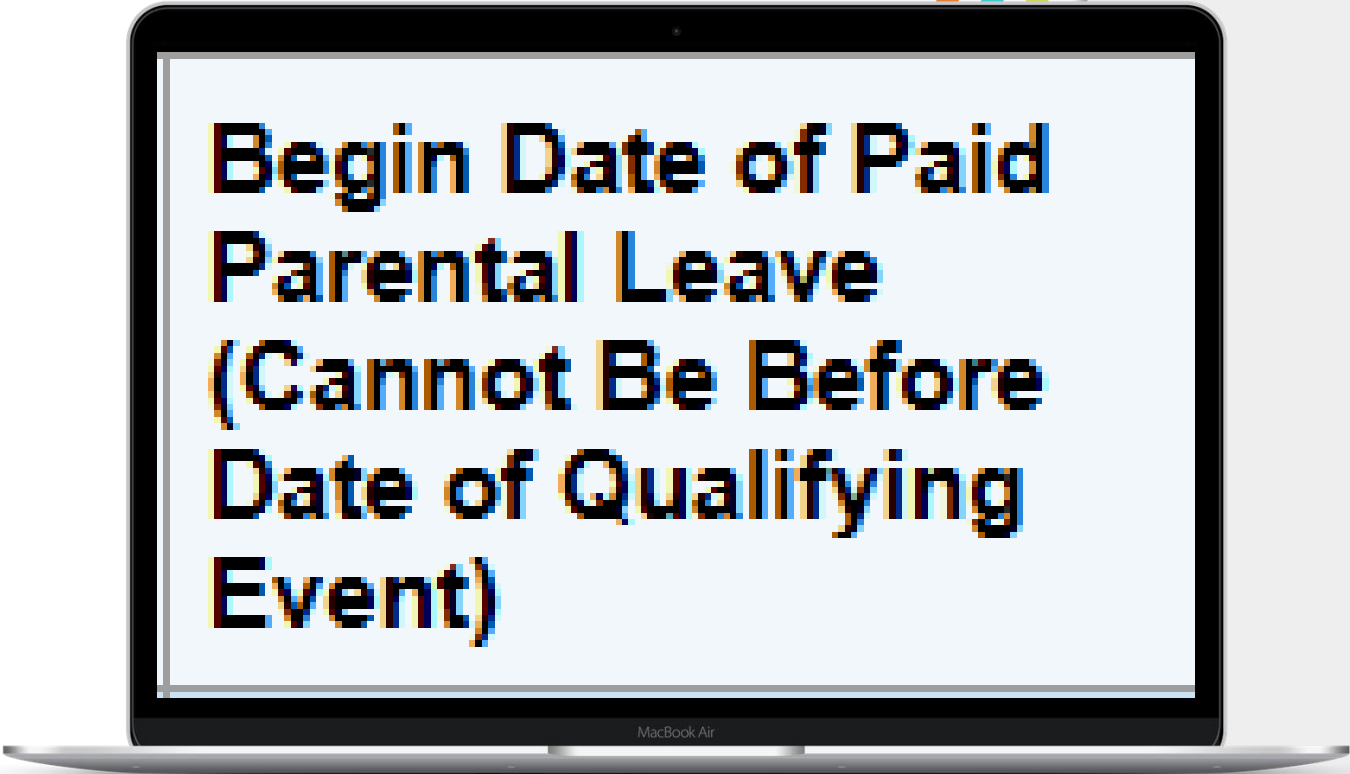
- Upload employees and all corresponding documentation in alphabetical order by last name.
- Employment history field
  - 12-month continuous employment is required.
  - The start date for a newly hired employee is the first workday, NOT the date the employment contract was signed.
  - Include hire date and termination date (if applicable) in current LEA or Public Charter School.

# Parental Leave Tool Clarifications

- Date of the qualifying event
  - The date of the qualifying event must match the date indicated on the birth certificate, adoption decree, or official notice of stillbirth.
  - Any days taken before the qualifying event date are not eligible for paid parental leave.

# Parental Leave Tool Clarifications

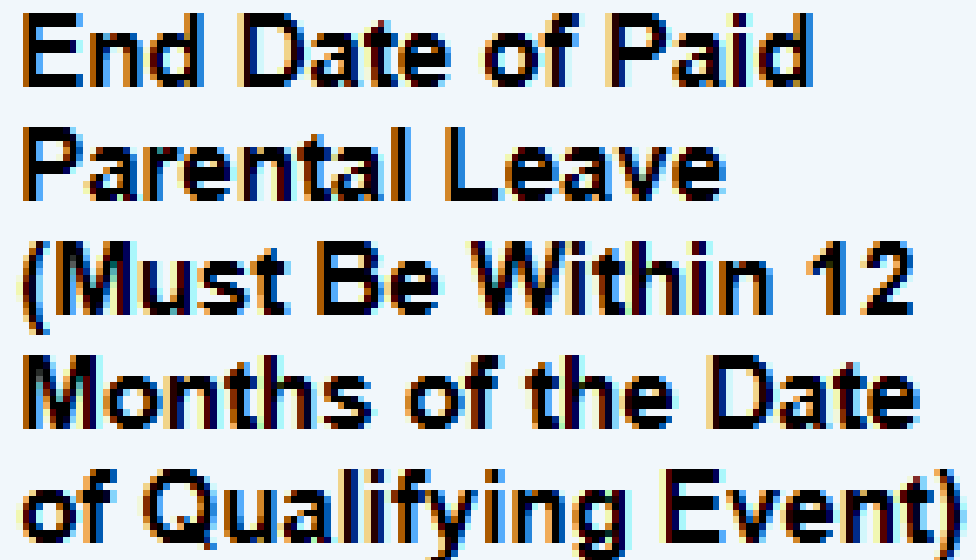
- Begin Date of Paid Parental Leave
  - The begin date of parental leave must be on or after the qualifying event date.
  - The begin date cannot be prior to the 12 months of continuous employment.
  - This date should remain the same if days are taken over multiple quarters. It refers to the leave start date, not the date of the quarter.



**Begin Date of Paid  
Parental Leave  
(Cannot Be Before  
Date of Qualifying  
Event)**

# Parental Leave Tool Clarifications

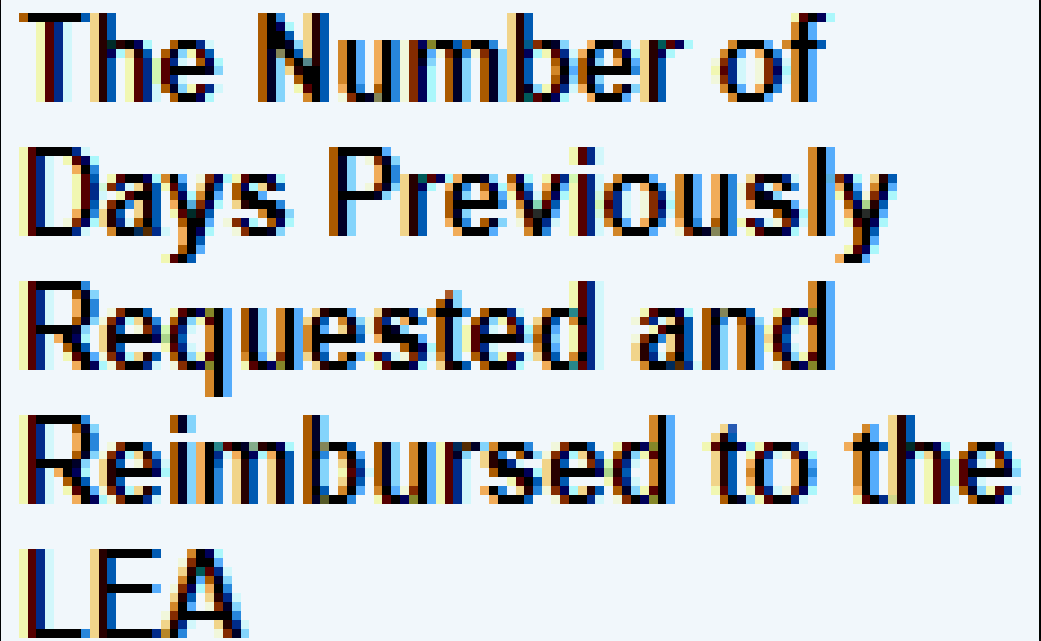
- End Date of Paid Parental Leave
  - If known, enter the last leave day of the 30 days allowed, not the quarter's end date.
  - If days are taken intermittently and the end date is unknown, you may enter the last day of the 12-month period.
    - Example: If the date of birth is 10/15/24, the last day of eligibility would be 10/14/25.



**End Date of Paid  
Parental Leave  
(Must Be Within 12  
Months of the Date  
of Qualifying Event)**

# Parental Leave Tool Clarifications

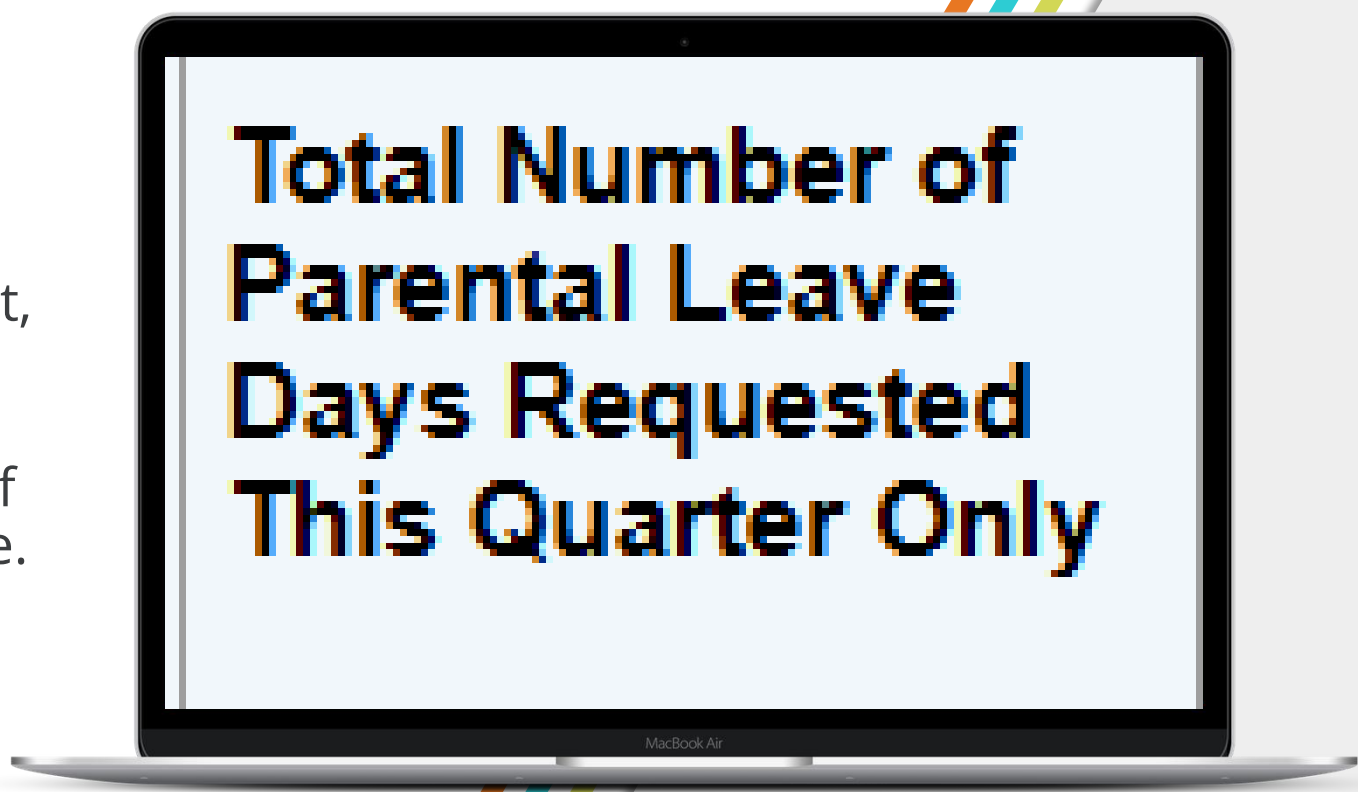
- The Number of Days Previously Requested and Reimbursed to the LEA
  - This refers only to those days for which reimbursement was requested in prior quarters.
  - Example: Employee took 10 days in Q2 and 20 days in Q3. The request for all 30 days is made in Q3. This column would be zero because reimbursement was not requested in Q2.
  - Enter whole or half (.50) days only.



The Number of  
Days Previously  
Requested and  
Reimbursed to the  
LEA

# Parental Leave Tool Clarifications

- Total Number of Parental Leave Days Requested This Quarter Only
  - This may include days from previous quarters for which you have not previously sought reimbursement.
  - You may wait until the employee has taken all 30 days to make the request, regardless of whether the days were taken in a prior quarter.
  - You cannot request days early even if you know the exact end date of leave.
  - Enter whole or half (.50) days only.



**Total Number of  
Parental Leave  
Days Requested  
This Quarter Only**



# TDOE Expanded Leave Details and/or Calculator Tool

# Parental Leave Template and Calculator

- [Parental Leave Expanded Leave Details and/or Calculator](#)
- We highly recommend the use of the TDOE spreadsheet tool.
- Go to the TDOE Resources page to download the most recent version for each submission.
  - If the most recent version is not used, it will be returned for revision.
  - For reference, the tool has a version number and date.

# Parental Leave Template and Calculator

- Use the spreadsheet's optional Leave Details section (columns A-N) or enter each employee's details into the ePlan Expanded Leave Details page. It is not necessary to put leave details in both places.
- You may opt to use only the calculator portion of the spreadsheet (columns O-AT) if you enter the employees' information on the ePlan Leave Details page.
- If you choose not to use the calculator, you must submit all calculations for each employee.
- We must be able to see and follow all calculations.

# Parental Leave Template and Calculator

Salary and Pay Period Information								
Enter employee payroll information				Enter the amount of additional pay per period (not included in the gross) that is issued across all pay periods. Ex. Coaching or CTE stipend	Enter the number of pay periods insurance is deducted.	Columns below automatically populate	Enter the lump sum of one time payment that falls within the leave dates. Ex. Bonus Payment	Columns below automatically populate
Federal or GP Funded	Annual Contract Pay	Contract Days	# of Pay Periods	Additional Pay Per Pay Period	# of Pay Periods Insurance is Deducted	Daily Rate	One-Time Payments	

- We will check the annual salary. If gross pay differs, please indicate this on the documentation so we can account for that in our review.

# Parental Leave Template and Calculator

- Additional Pay Per Pay Period and One-Time Payments are explained at the top of each column. If either of these are added, supporting documentation must be provided.
- If the number of pay periods and the number of pay periods that insurance is deducted is different, do not manually adjust the insurance amounts entered. The calculation for this is built into the spreadsheet.
  - Example: If paid over 24 pay periods but insurance is only deducted 12 times, do not split the premiums in half to enter in that section of the calculator.

# Parental Leave Template and Calculator

Employee Pre-Tax Deductions Per Pay Period						
Enter pre-tax deductions per pay period				Exclude retirement	Columns below automatically populate	
Medical Ins.	Dental Ins.	Vison Ins.	Other	Total Pre-Tax Deductions	Taxable Daily Rate (excludes pre-tax deductions)	

- Employee deductions are necessary for accurate Social Security and Medicare tax calculations. These are built into the spreadsheet.
  - We verify that the pre-tax deductions are evident on the uploaded documentation and accurately entered on the spreadsheet.

# Parental Leave Template and Calculator

Employer Share of Benefits Per PayPeriod				
Enter employer cost <u>per pay period</u>			Ex. Workers' Comp	Columns below automatically populate
Medical Ins.	Dental Ins.	Vision Ins.	Other	Daily Cost to Employer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Documentation of all benefits paid by the employer per pay period must be provided.
- Benefits paid a different number of times than payroll is issued must be accounted for in the spreadsheet's Salary and Pay Period section. You will not need to make manual adjustments for the correct daily rate to be calculated.



# Parental Leave Template and Calculator

Employer Retirement	
Plan	Rate
Select the plan and enter the rate	

- Use the drop-down menu to choose the Employer Retirement plan.
  - Manually enter the corresponding retirement rate indicated on the drop-down menu.

# Parental Leave Template and Calculator

- Days Claimed should correspond to the total number of parental leave days requested this quarter only.
  - This should match the Leave Details screen of ePlan and/or Column L of the TDOE Expanded Leave Details and/or Calculator Tool spreadsheet.
  - Enter whole or half (.50) days only.

## Parental Leave

### Days Claimed

Enter days requested for this period.

# Parental Leave Template and Calculator

- If entering each employee on the Leave Details page of ePlan, the total amount requested for each must match the Total Reimbursement in column AT on the calculator tool.
- If using the Expanded Leave Details portion of the spreadsheet (columns A-N), column N **must** match column AT.
- Modifying or deleting anything in the "Do Not Enter" cells can corrupt formulas and lead to incorrect calculations.

# Parental Leave Template and Calculator

Reimbursable Calculations and Total						
Salary	Social Security Tax	Medicare Tax	Retirement	Employer Paid Benefits	Total One-time Payments	Total Reimbursement

- Each column in this section has a built-in formula to calculate the amount, with the total amount per employee calculated in column AT (Total Reimbursement).
- Scroll to the bottom for the total reimbursement amount for all employees. This **must** match the total requested amount on the Leave Details page of ePlan and/or column N of the spreadsheet.

# Payroll Documentation Examples

# Payroll Reports - Munis

- Detail Check History by Employee Name
  - “Employee” and “Employer” columns for benefits
- Pay Statement History Detail
  - Payroll>Reports>Pay History>Pay Statement History Detail
  - Shows required information in check stub format

# Munis-Pay Statement History Detail

[REDACTED]					Pay Date: 10/28/2024	
[REDACTED]					Pay Period: 10/06/2024-10/19/2024	
<b>Earnings</b>					<b>Net Pay</b>	<b>1,551.84</b>
	<b>Rate</b>	<b>Hours</b>	<b>YTD</b>	<b>Current</b>		<b>35,043.91</b>
2024 Summe						
Bereavement			8.00			
Parental Lea	27.02	40.00	40.00	1,080.77		
RegSalary				1,080.77		
Sick			20.00			
SickDays			44.00			
<b>Gross Pay</b>				<b>2,161.54</b>		
<b>Hours Paid</b>		<b>40.00</b>	<b>112.00</b>			
<b>Deductions</b>					<b>Company Paid Benefits</b>	
			<b>Current</b>	<b>YTD</b>		
Dental1			33.74	674.80	Dental1	11.68
MedicalPPO			121.00	2,420.00	MedicalPPO	688.50
Vision125			4.27	85.40	401kBOE	108.08
401kBOE			21.62	487.94	BasicLifeADD	2.48
LTD			5.67	105.10	TCRS-Hybrid	86.46
STD			10.00	200.00	TCRS-HybridOLD	
TCRS-Hybrid			108.08	216.16	FICA	124.16
TCRS-HybridOLD				2,223.66	MEDI	29.03
TermLifeCH			1.00	20.00	SUTA:TN	
TermLifeEE			1.35	27.00	<b>Total</b>	<b>1,050.39</b>
TermLifeSP			1.35	31.50		<b>21,934.03</b>
<b>Total</b>			<b>308.08</b>	<b>6,491.56</b>	<b>Timesheet</b>	
<b>Taxes Withheld</b>						
					<b>Time Off</b>	<b>In Out Total</b>
					Mon, 10/14/2024	Parental Leave Day 8.00
					Tue, 10/15/2024	Parental Leave Day 8.00
					Wed, 10/16/2024	Parental Leave Day 8.00
					Thu, 10/17/2024	Parental Leave Day 8.00
					Fri, 10/18/2024	Parental Leave Day 8.00



# Payroll Reports - Local Government

- Employee Earnings Payroll Report
- GL Account Entries Per Payment Report
  - May cost center for PPL days to calculate all payroll and associated benefits for only PPL days
- Summary Report or Summary Totals
  - Show the same information, formatted slightly different
- Payment Stub Report

# Local Government - GL Account Entries Per Payment Report with Cost Center

Date/Time: 1/24/2025 3:36 PM

## GL Account Entries Per Payment Report

User: [REDACTED]

Page 2 of 4

Payroll: GP 20th Certified

Location: [REDACTED]

Emp ID: 6207

Name: [REDACTED]

Payment Number: 33710

Payment Date: 10/18/2024

Trans Number	Description	GL Account Number	Debit Amount	Credit Amount
112	Employee Medicare Deduction	141- -21325- - -		\$62.74
112	Retirement Contributions	141- -21330- - -		\$173.67
112	Retirement Contributions	141- -21330- - -		\$217.08
112	Employee Insurance Deductions	141- -21340- - -		\$14.83
112	Employee Insurance Deductions	141- -21340- - -		\$21.00
112	Unum Life	141- -21341- - -		\$6.10
112	State Health	141- -21342- - -		\$713.00
112	Valic Annuity	141- -21350- - -		\$100.00
112	Great West Hybrid	141- -21359- - -		\$217.08
112	Direct Deposit	141- -21392- - -		\$3,362.92
112	Special Education Program - Teachers [REDACTED]	141- -71200-116-WPS -	\$998.59	
112	Special Education Program - Teachers [REDACTED] - Paid Parental Leave	141- -71200-116-WPS -PPL	\$3,343.08	
112	Special Education Program - Social Security [REDACTED]	141- -71200-201-WPS -	\$61.70	
112	Special Education Program - Social Security [REDACTED] - Paid Parental Leave	141- -71200-201-WPS -PPL	\$206.56	
112	Special Education Program - State Retirement [REDACTED]	141- -71200-204-WPS -	\$89.87	
112	Special Education Program - State Retirement [REDACTED] - Paid Parental Leave	141- -71200-204-WPS -PPL	\$300.88	
112	Special Education Program - Life Insurance [REDACTED]	141- -71200-206-WPS -	\$1.40	
112	Special Education Program - Life Insurance [REDACTED] - Paid Parental Leave	141- -71200-206-WPS -PPL	\$4.70	
112	Special Education Program - Medical Insurance [REDACTED]	141- -71200-207-WPS -	\$163.99	
112	Special Education Program - Medical Insurance [REDACTED] - Paid Parental Leave	141- -71200-207-WPS -PPL	\$549.01	
112	Special Education Program - Dental Insurance [REDACTED]	141- -71200-208-WPS -	\$4.83	
112	Special Education Program - Dental Insurance [REDACTED] - Paid Parental Leave	141- -71200-208-WPS -PPL	\$16.17	
112	Special Education Program - Employer Medicare Liability [REDACTED]	141- -71200-212-WPS -	\$14.43	
112	Special Education Program - Employer Medicare Liability [REDACTED] - Paid Parental Leave	141- -71200-212-WPS -PPL	\$48.31	
Payment Number 33710 Totals:			\$5,803.52	\$5,803.52

# Payroll Reports-Skyward

- Check Information Report
- Account Distribution Report-Detail History-Detail
  - Need accompanying reports for benefits such as Employer Benefits Report and Pre-Tax Employee Deductions
- May create other “data-mined” reports that support all documentation

# Skyward - Check Information Report

4paear05.p 25-4  
05.24.10.00.00

10/15/2024 Check Information

01/14/25

Page:1  
12:51 PM

EMPLOYEE

## CHECK DETAIL INFORMATION

Check Date: 10/15/2024 Gross Wages: 2,574.42  
Check Number: 900312518 Net Amount: 1,718.14  
Check Type: Regular

## TAXABLE WAGE INFORMATION

	FEDERAL	STATE	FICA	MEDICARE
Gross Wages:	2,574.42	2,574.42	2,574.42	2,574.42
Minus Deductions that Decrease Tax:	448.84	448.84	64.17	64.17
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Taxable Gross Wages:	2,125.58	2,125.58	2,510.25	2,510.25

## PAYS

DESCRIPTION	RATE	FACTOR/HOURS	AMOUNT	HOURS WORKED	PERIOD END
TEACHER	2,574.42	0.87	2,239.75	37.41	10/15/2024
TEACHER	2,574.42	0.13	334.67	5.59	10/15/2024
Total:			2,574.42	43.00	

## DEDUCTIONS

### --DECREASE TAX--

DESCRIPTION	AMOUNT	FED	ST	F/M
401K FLAT AMT	50.00	Y	Y	
401K PERCENT	205.95	Y	Y	
FEDERAL TAX	215.40			
FICA	155.64			
MEDICARE	36.40			
PPO/BlueNet/EMP	64.17	Y	Y	Y
RETIREMENT 40	128.72	Y	Y	
Total:	856.28			

## BENEFITS

### --TAXABLE--

DESCRIPTION	AMOUNT	FED	ST	F/M
401K TCRS HYBRI	128.72			
BASIC LIFE EM	12.60			
DENTAL	35.94			
FICA	155.64			
MEDICARE	36.40			
PPO/BlueNet/EMP	727.26			
RETIREMENT 40	77.23			
SRT FOR RET40	25.74			
VISION	10.85			
Total:	1,210.38			

# Payroll Documentation Verification

- Verification of annual salary
  - Annual salary = gross salary per pay period x number of pay periods
  - Document any discrepancies in this calculation
    - Days without pay may reduce the gross amount
    - Bonuses/supplements may increase the gross amount and must be separated in the calculator tool

# Payroll Documentation Verification

- Employee Pre-Tax Deductions
  - Gross salary less Pre-tax deductions = Social Security wage/Medicare wage
  - Social Security wage x .062 = Amount of Social Security
  - Medicare wage x .0145 = Amount of Medicare
  - If these calculations do not match the documentation, ensure the pre-tax deductions were properly accounted for.

# Payroll Documentation Verification

- Verification of Employer Benefits
  - Documentation must show all benefits being requested
- Changes to Employee/Employer Premiums
  - Add a note on the documentation to explain any changes
  - May enter two separate lines for the employee on the calculator

# Parental Leave Scenarios



# Parental Leave Scenarios

- A first-year teacher signed an employment contract on 7/1/2024, and her first official workday was 7/31/24. Her baby was born on 7/15/25. Is this close enough for paid parental leave?
  - No, the first official workday was 7/31/24, and she did not have 12 months of continuous employment prior to the birth.

# Parental Leave Scenarios

- A teacher is expecting her second baby to be born before the 12-month period for the first baby has expired. Is she eligible for another round of paid parental leave days?
  - Yes, but only after the first 12-month period has passed.
  - For example, a teacher had her first baby on 1/3/25 and is expecting her second baby on 12/08/25. While the second baby is another qualifying event, she would not be eligible for an additional 30 days of paid parental leave until on or after 1/3/26. She may use personal or sick days.
- Please contact your fiscal consultant with any unique scenarios prior to submission.

# Accounting for Parental Leave

# Accounting for Parental Leave

- Parental leave reimbursements are paid through Fund 141.
- Revenue code is 46596 Paid Parental Leave.
- Parental leave salaries and benefits initially charged to a federal grant in Fund 142 may be moved to subfund 995 Parental Leave.
  - Be aware of parental leave costs when making federal reimbursement requests.
- Subfund 995 Parental Leave shall result in a zero balance when reimbursements are posted to cover the salaries and benefits.

# Accounting for Parental Leave

- [Parental Leave Accounting Guidelines](#)
  - Includes examples of journal entries and budget amendments
- Quarter 4 parental leave reimbursements should be accrued by the LEA.
- Final amended budgets (State Funds in ePlan) cannot be approved until the quarter 4 parental leave submission has been approved and the payment posted in ePlan.
- The State Funds FER cannot be started until after the parental leave reimbursement shows as paid in Fund 141 in ePlan.

# Parental Leave Resources

# Parental Leave Template and Calculator

- [Parental Leave Expanded Leave Details and/or Calculator](#)
  - Optional
  - May use either tool or both
  - Highly recommended
  - Download the most recent version with each submission from TDOE Resources
- If Leave Details are keyed into the ePlan Expanded Leave Details page, there is no need to duplicate this on the optional spreadsheet (columns A-N) and vice versa.

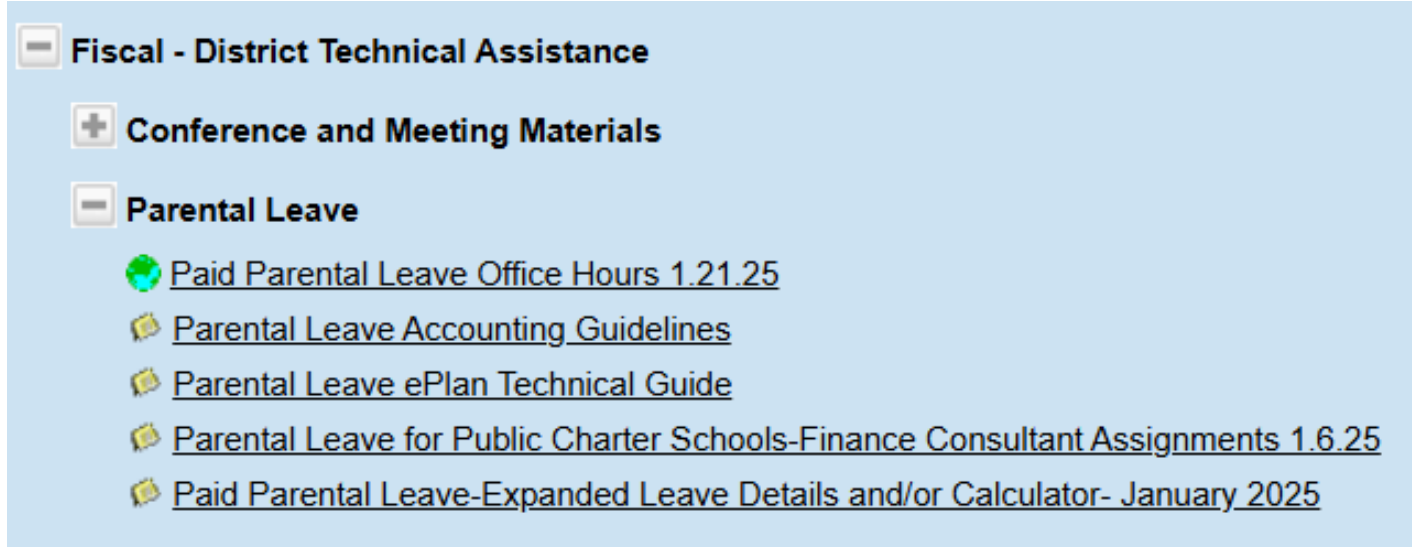
# Parental Leave Template and Calculator

- Columns O-AT on the spreadsheet are the calculator tool.
- When using the calculator tool, backup payroll documentation is still required.
- Ensure the total amount on the spreadsheet matches what is keyed into the ePlan Expanded Leave Details page for reimbursement.



# Fiscal-District Technical Assistance

- Go to the ePlan Home page and click on TDOE Resources > Fiscal-District Technical Assistance > Parental Leave.








The screenshot shows a web interface with a light blue background. At the top, there is a section titled "Fiscal - District Technical Assistance" with a minus icon. Below it, there is a section titled "Conference and Meeting Materials" with a plus icon. Underneath that, there is a section titled "Parental Leave" with a minus icon. Below the "Parental Leave" section, there are five links, each preceded by a small icon: a green globe icon for "Paid Parental Leave Office Hours 1.21.25", and four yellow folder icons for "Parental Leave Accounting Guidelines", "Parental Leave ePlan Technical Guide", "Parental Leave for Public Charter Schools-Finance Consultant Assignments 1.6.25", and "Paid Parental Leave-Expanded Leave Details and/or Calculator- January 2025".

**Fiscal - District Technical Assistance**

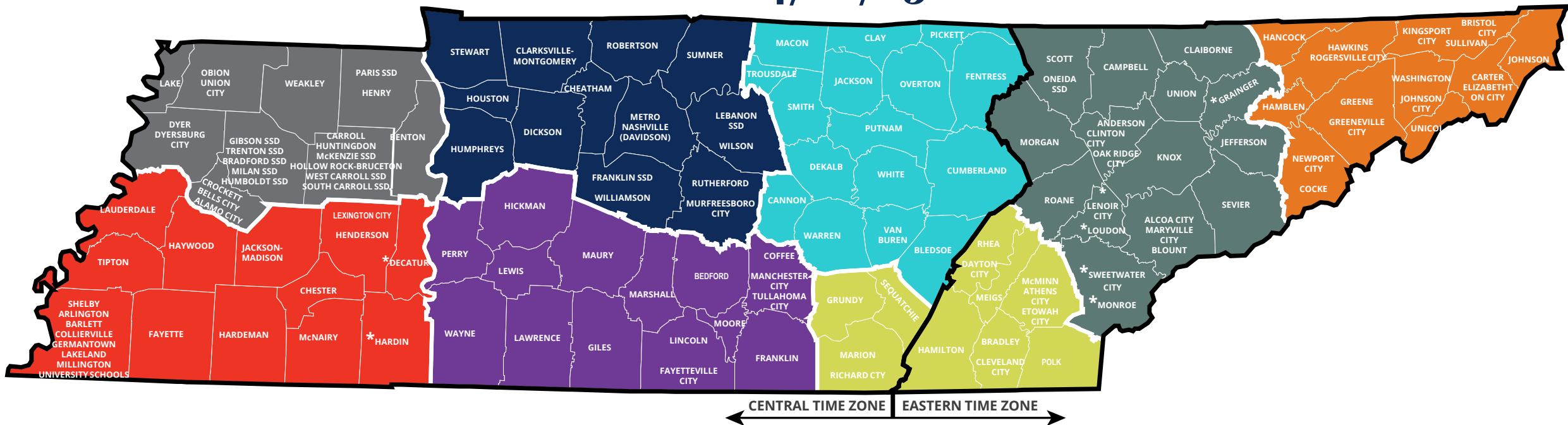
**Conference and Meeting Materials**

**Parental Leave**

-  [Paid Parental Leave Office Hours 1.21.25](#)
-  [Parental Leave Accounting Guidelines](#)
-  [Parental Leave ePlan Technical Guide](#)
-  [Parental Leave for Public Charter Schools-Finance Consultant Assignments 1.6.25](#)
-  [Paid Parental Leave-Expanded Leave Details and/or Calculator- January 2025](#)

# Regional Finance Consultant District Map

As of 4/22/25



Northwest	Southwest	Mid Cumberland	Upper Cumberland	South Central	Southeast	East TN	First TN
Cindy Smith	Meribeth Carpenter	Rob Mynhier	Joshua Dehnz	Open Position	Taffe Bishop	Shelby Ownbey	Jill Lewis
<a href="mailto:Cindy.Smith@tn.gov">Cindy.Smith@tn.gov</a>	<a href="mailto:Meribeth.B.Carpenter@tn.gov">Meribeth.B.Carpenter@tn.gov</a>	<a href="mailto:Robert.Mynhier@tn.gov">Robert.Mynhier@tn.gov</a>	<a href="mailto:Joshua.Dehnz@tn.gov">Joshua.Dehnz@tn.gov</a>	Temporarily Assigned to Multiple Consultants*	<a href="mailto:Taffe.Bishop@tn.gov">Taffe.Bishop@tn.gov</a>	<a href="mailto:Shelby.Ownbey@tn.gov">Shelby.Ownbey@tn.gov</a>	<a href="mailto:Jill.Lewis@tn.gov">Jill.Lewis@tn.gov</a>

\*District assigned to a finance consultant in a different CORE region. \*See list on next page for temporary assignments.

# Regional Finance Consultant District Assignment

## As of 4/22/2025

Northwest	Southwest	Mid Cumberland	Upper Cumberland	South Central	Southeast	East TN	First TN
Cindy Smith	Meribeth Carpenter	Rob Mynhier	Joshua Dehnz	Open Position	Taffe Bishop	Shelby Ownbey	Jill Lewis
<a href="mailto:Cindy.Smith@tn.gov">Cindy.Smith@tn.gov</a>	<a href="mailto:Meribeth.B.Carpenter@tn.gov">Meribeth.B.Carpenter@tn.gov</a>	<a href="mailto:Robert.Mynhier@tn.gov">Robert.Mynhier@tn.gov</a>	<a href="mailto:Joshua.Dehnz@tn.gov">Joshua.Dehnz@tn.gov</a>	Temporarily Assigned to Multiple Consultants+	<a href="mailto:Taffe.Bishop@tn.gov">Taffe.Bishop@tn.gov</a>	<a href="mailto:Shelby.Ownbey@tn.gov">Shelby.Ownbey@tn.gov</a>	<a href="mailto:Jill.Lewis@tn.gov">Jill.Lewis@tn.gov</a>
<b>Districts:</b> Alamo City Bells City Benton County Bradford SSD Carroll County Crockett County Dyer County Dyersburg City Gibson County SSD Henry County Hollow Rock-Bruceton SSD Humboldt SSD Huntingdon SSD Lake County McKenzie SSD Milan SSD Obion County Paris SSD South Carroll SSD Trenton SSD Union City Weakley County West Carroll SSD	<b>Districts:</b> Achievement Schools Arlington SSD Bartlett SSD Chester County Collierville SSD Fayette County Germantown SSD Hardeman County Haywood County Henderson County Jackson-Madison County Lakeland SSD Lauderdale County Lexington City McNairy County Millington Shelby County Tipton County University Schools WTSD  +Hardin County	<b>Districts:</b> Cheatham County Charter Schools Commission Dickson County Dept. of Children Services Dept. of Corrections Franklin SSD Houston County Humphreys County Lebanon SSD Metro-Nashville Montgomery County Murfreesboro City Robertson County Rutherford County Stewart County Sumner County TN School for Blind Williamson County Wilson County  +Jackson County  +Decatur County +Perry County	<b>Districts:</b> Alvin York Institute Bledsoe County Cannon County Clay County Cumberland County DeKalb County Fentress County Macon County Overton County Pickett County Putnam County Smith County Trousdale County Van Buren County Warren County White County  +Sequatchie County  +Lawrence County +Lewis County +Maury County +Wayne County	<b>Districts:</b> Bedford County Coffee County Fayetteville City Franklin County Giles County Hickman County Lawrence County Lewis County Lincoln County Manchester City Marshall County Maury County Moore County Perry County Tulahoma City Wayne County  +Decatur County +Hardin County	<b>Districts:</b> Athens City Bradley County Cleveland City Dayton City Etowah City Grundy County Hamilton County Marion County McMinn County Meigs County Polk County Rhea County Richard City  *Lenoir City *Loudon County *Monroe County *Sweetwater City  +Coffee County +Franklin County +Manchester City +Tulahoma City	<b>Districts:</b> Alcoa City Anderson County Blount County Campbell County Claiborne County Clinton City Jefferson County Knox County Maryville City Morgan County Oak Ridge Oneida SSD Roane County Scott County Sevier County TSDK Union County  +Giles County +Hickman County +Marshall County +Moore County	<b>Districts:</b> Bristol City Carter County Cocke County Elizabethton City Greene County Greeneville City Hamblen County Hancock County Hawkins County Johnson City Johnson County Kingsport City Newport City Rogersville City Sullivan County Unicoi County Washington County  +Grainger County  +Bedford County +Fayetteville City +Lincoln County

\*Districts assigned to a finance consultant in a different CORE region. +Districts temporarily assigned to a finance consultant in a different CORE region.

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# Resources

- **Tennessee Department of Education** [Education \(tn.gov\)](https://education.tn.gov/)
- **Tennessee State Board of Education** [Rules, Policies and Guidance \(tn.gov\)](https://rules.tn.gov/)
- **ePlan TDOE Resources** <https://eplan.tn.gov/>
- **Tennessee Comptroller of the Treasury** [Comptroller of the Treasury - Comptroller.TN.gov](https://comptroller.tn.gov/); [Manuals \(tn.gov\)](https://manuals.tn.gov/)
- **Tennessee Consolidated Retirement System** <https://treasury.tn.gov/Retirement/Information-and-Resources/TCRS-Overview-and-Self-Service>
- **Tennessee General Assembly** [Legislation - TN General Assembly](https://legis.tn.gov/)
- **County Technical Assistance Service (CTAS) Record Retention** <https://www.ctas.tennessee.edu/eli/departments-education-records>
- **Electronic Code of Federal Regulations** [eCFR :: Home](https://www.ecfr.gov/)
- **Tennessee Code Annotated** [Tennessee Code Unannotated – Free Public Access | Main Page \(lexis.com\)](https://www.legis.tn.gov/code-annotated)

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**1-800-232-5454**

Notifications can also be submitted electronically at:

**[comptroller.tn.gov/hotline](http://comptroller.tn.gov/hotline)**





# Thank You!

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