



## Work Obligation Statement

1. I, \_\_\_\_\_, understand that the usage of paid parental leave requires that I complete a 12-week work obligation at the Department of State employing me at the time I conclude using paid parental leave granted in connection with the birth or placement (for adoption or foster care) of my child.
2. I agree to return to work and complete the required 12 weeks of work or be subject to the reimbursement requirement described below (unless a waiver is granted in accordance with applicable law or policy). I understand that 12 weeks of work will be converted to hours of work based on my work schedule, consistent with OPM regulations at 5 CFR 630.1705.
3. 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. I understand that only actual work periods when I am on duty (during my scheduled tour of duty) will count toward the 12-week work obligation. I understand that periods (paid or unpaid) of leave and time off (including holiday time off) do not count towards the completion of the 12-week work obligation.
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.
5. I understand that, if I fail to return to work and fully complete the required 12-week work obligation, the Department of State may require a reimbursement equal in amount to the total amount of any Government contributions paid by the Department of State 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 that period of time, unless waived under applicable Department of State policy. If I do not meet those conditions and if the Department of State 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.
6. I understand that, if I separate from the Department of State to which the 12-week work obligation is owed before completing that obligation, such separation is considered to be a failure to meet that obligation. I understand that, in that circumstance, I will not be allowed to complete the work obligation at a later time. (Note: Reassignments within the Department of State without a break in service will not be considered a separation.)
7. If the Department of State determines that the reimbursement requirement applies, I agree to make the required reimbursement to the Department of State and to permit offset of Federal payments to recover the amount owed. However, I reserve the right to challenge the Department of State's decision through any applicable administrative or judicial process and to seek return of any amounts erroneously collected from me.

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

Employee Signature

Date (mm-dd-yyyy)