

**FAQs**  
**Air Force Parental Leave**  
June 2018

**Q: Who determines caregiver type?**

A: The covered service member shall designate the child's primary caregiver. Covered service members are active component service members, or Reserve component Service member performing active Guard and Reserve duty or full-time National Guard duty more than 12 months. Further information on covered member eligibility is found in paragraph 4.2.4.1.

**Q: Who approves the caregiver type? Do commanders/supervisor have any say/control over approval of the leave and when it is taken?**

A: Covered service members determine their caregiver type based on guidance provided in AFI 36-3003, paragraph 4.2.4.5. Commanders approve leave based on mission requirements but are not responsible for approving caregiver type designation.

**Q: How does an Airman request or apply for primary and secondary caregiver leave?**

A: Airmen apply for caregiver leave via LeaveWeb. Although caregiver leave is not Permissive TDY, until LeaveWeb is updated to allow for a caregiver leave category, members will request the non-chargeable caregiver leave by selecting (T) Permissive on the type dropdown menu, and then choosing rule 18 for primary caregiver and rule 19 for secondary caregiver. Until the AF Form 988 is altered, Airmen who do not have access to LeaveWeb, should check "Other" in block 8 and specify primary or secondary caregiver in the remarks.

**Q: What documentation is needed to show eligibility?**

A: Members on convalescent leave will follow the standard process for submitting medical paperwork. No documentation is needed for designating caregiver types. In the case of a child born outside of marriage, the member's parentage must be established in accordance with AFI 36-3026, Volume 1. The parents must initiate DEERs registration within 30 days of birth or forfeit eligibility.

**Q: When should caregiver designation take place?**

A: Designation should be made as early as possible, but no later than 60 days prior to the due date or date of adoption.

**Q: Can the leave be broken up or does it need to be taken all at once?**

A: Caregiver leave may be taken separately from maternity convalescent leave, but caregiver leave must be taken in only one increment.

**Q: When does the leave expire?**

A: If a caregiver had a qualifying event during the retroactive period, Dec. 23, 2016 to March 22, 2018, they have 18 months from the qualifying event to take the caregiver leave. For births or adoptions on or after March 23, 2018, members will have 12 months after the event to take their designated leave.

**Q: Why does the retroactive period end on March 22, 2018?**

A: The retroactive period ended the day before the Department of Defense policy was issued.

**Q: How do members ask for retroactive leave?**

A: The Air Force Personnel Center will send out guidance via MyPers on the process for requesting restoration of qualifying non-chargeable leave. For more information, please visit myPers.

**Q: According to the guidance, "the parent with the primary responsibility for caring for a child, in most cases the non-military parent in the case of a qualifying birth event or adoption. In some cases, the covered military member may be designated as the primary caregiver." Does this mean military females will no longer have 12 weeks?**

A: Covered service members will determine their caregiver type. In some cases, mothers may determine they are the secondary caregiver and the other parent is the primary. The determination decision rests with the parents.

**Q: Can an active duty male with a civilian spouse or partner be a primary caregiver?**

**FAQs**  
**Air Force Parental Leave**  
June 2018

A: Yes. Covered service members are allowed to decide their caregiver status. However, members will not be allowed to be designated as both the primary and the secondary caregiver.