

Paid Medical Leave Act (PMLA) Policy

Prior to July 1, 2019

Effective with the pay period that includes March 29, 2019, eligible part-time employees will begin receiving one (1) hour of paid medical leave for every 35 hours worked, up to 40 paid medical leave hours *this fiscal year*. Newly-hired eligible employees will begin accruing hours after 90 days from date of hire. Benefit year is 2018.

Beginning July 1, 2019

Beginning with the first pay of the fiscal year, eligible part-time employees will begin receiving one (1) hour of paid medical leave for every 35 hours worked, up to 40 paid medical leave hours *per fiscal year*. Newly-hired eligible employees will begin accruing hours after 90 days from date of hire. Benefit year is fiscal year (July 1 – June 30 of the year prior).

Reasons PMLA can be used

Employees may take paid medical leave for any of the following:

- Physical or mental illness, injury or health condition of the employee or his or her family member
- Medical diagnosis, care, or treatment of the employee or employee's family member.
- Preventative care of the employee or his or her family member.
- Closure of the employee's primary workplace by order of a public official due to a public health emergency.
- The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider.

For domestic violence and sexual assault situations, employees may use paid medical leave for any of the following:

- Medical care or psychological or other counseling
- Receiving services from a victim services organization
- Relocation and obtaining legal services
- Participation in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

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Who is eligible for PMLA

Eligibility exists if all of the following criteria are met by the employee. The employee:

| | Prior to July 1, 2019 | Beginning July 1, 2019 |
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| (1) | - is <i>not</i> considered to be executive, administrative, or professional overtime exempt; and, | - is <i>not</i> considered to be executive, administrative, or professional overtime exempt; and, |
| (2) | - is <i>not</i> currently receiving paid time off (vacation, sick or personal business) collectively for 40 hours or more; and, | - is <i>not</i> currently receiving paid time off (vacation, sick or personal business) collectively for 40 hours or more; and, |
| (3) | - is not covered by a collective bargaining agreement that is in effect; and, | - is not covered by a collective bargaining agreement that is in effect; and, |
| (4) | - has worked 26 weeks or more during 2018 for a job scheduled for more than 26 weeks or more; and, | - has worked 26 weeks or more in the preceding fiscal year for a job scheduled for more than 26 weeks or more; and, |
| (5) | - has worked on average, more than 25 hours or more per week during 2018 ; and, | - has worked on average, more than 25 hours or more per week in the preceding fiscal year ; and, |
| (6) | - is not an employee of the United States government, another state, or a political subdivision of another state; and, | - is not an employee of the United States government, another state, or a political subdivision of another state; and, |
| (7) | - is not 16-19 years of age being paid the youth training wage in accordance with the Improved Workforce Opportunity Wage Act; and, | - is not 16-19 years of age being paid the youth training wage in accordance with the Improved Workforce Opportunity Wage Act; and, |
| (8) | - is not a temporary employee as described in the Michigan Employment Security Act; and, | - is not a temporary employee as described in the Michigan Employment Security Act; and, |
| (9) | - is not a variable hour employee as defined by 26 CFR 54.4980H-1; and, | - is not a variable hour employee as defined by 26 CFR 54.4980H-1; and, |
| (10) | - is not covered by the Railway Labor Act and Railroad Unemployment Insurance Act. | - is not covered by the Railway Labor Act and Railroad Unemployment Insurance Act. |

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Documentation and Recordkeeping

Eligible employees may use their paid medical leave (PMLA) accrual in quarter-hour increments and are only eligible to take the time during their normally scheduled work days and times.

Employees should notify their supervisor as soon as possible (within 15 minutes before the start of your normal work day) each day. If you are going to be out longer than three days, you should also contact the Human Resources Department so they can advise you regarding the need for a doctor's note.

Note: Human Resources maintains the right to request documentation from an employee and will be required within three (3) days from the request.

Carryover and Termination

Employees are eligible to carryover up to 40 hours of paid medical leave from fiscal year to fiscal year. Employees, however, can only use and receive pay while employed with Detroit Mercy and will not be eligible for any payout of paid medical leave upon termination or retirement or for any other reason. Employees are not eligible to use paid medical leave or any other accrual on their last day of employment.

Other Information

For more information please contact the Human Resources and Payroll Department at hr@udmercy.edu or refer to Michigan's Department of Licensing and Regulatory Affairs, Wage and Hour Division at: [Paid Medical Leave under Michigan.gov](http://PaidMedicalLeaveunderMichigan.gov) or Senate Bill No. 1175 at: [Senate bill under Michigan.gov](http://SenatebillunderMichigan.gov).