

EASTERN MICHIGAN UNIVERSITY
Human Resources
Inter-Office Correspondence
CONFIDENTIAL

TO: Eastern Michigan University (EMU) Faculty and Staff

FROM: Vicky Mitroi
Director, Total Rewards and Wellness

DATE: March 29, 2019

SUBJECT: Paid Medical Leave Act (PMLA)

On December 18, 2018, the governor signed into law the Michigan Paid medical Leave Act (PMLA), requiring that certain employees start accruing paid leave to be used for sick and family sick time. While most of EMU employees already earn more paid time off than required by the Act, EMU does have a limited number of eligible employees who may be impacted. The guidelines below outline who will be impacted and what are some of the new directives we will implement effective immediately.

Who is Eligible?

PMLA applies only to hourly staff, **NOT** currently covered by a Collective Bargaining Agreement (CBA), and certain employees hired in a temporary capacity who are scheduled to work over 25 hours per week for more than 25 weeks in a 12-month period of time. (Eligible employees will be notified individually as well.)

“Variable hour” employees such as student workers, GAs, and certain temporary staff scheduled to work on the average less than 25 hours for less than 25 weeks in a 12-month period are **NOT** currently eligible for this benefit.

How much paid leave do eligible employees get?

New employees have a 90 calendar day waiting period after they start employment before they can use the paid medical leave. Eligible employees will accrue 1 hour for every 35 hours worked.

Currently, eligible employees who have completed their 90-day waiting period will begin accruing and will be able to see the new balance on their paycheck on April 11, 2019.

What are qualifying reasons for paid medical leave?

- The mental illness, physical illness, injury, health condition, or diagnosis, care or treatment of the same, or preventive care of the employee or the employee's "family member."
- Issues related to domestic violence or sexual assault (for example, counseling, getting legal assistance, or getting treatment for injuries) involving the employee or the employee's "family member."

- Closure of the employee's workplace or the school of the employee's child by a public official because of a public health emergency, or if the employee or the employee's "family member" is determined by a public official to put others at risk for communicable disease (even if the employee or family member doesn't actually have the disease).

Who is a qualifying "family member"?

- A biological, adopted, or foster child, stepchild, legal ward, or person for whom the employee stands in loco parentis.
- A biological, adopted, or foster parent, stepparent, or legal guardian or person who stood in loco parentis for the employee when the employee was a child.
- The employee's spouse.
- A grandparent or grandchild of the employee.
- A biological, adopted, or foster sibling of the employee.

How do we track PMLA?

PMLA can be used in no less than 1-hour increments and will be entered on your timesheet as "sick" time as usual. All proper current procedures for call-ins must be followed at time of use of PMLA. Employees may be allowed 3-business days to bring in medical documentation, if required. PMLA can be applied towards eligible leaves under EMU current applicable policies. Any accrued unused PMLA balance is forfeited at time of separation from the University.

This communication is for information purposes only and no further action is needed at this time. For further questions or assistance, please contact the Total Rewards department at 734-487-3195 or via email at hr_benefits@emich.edu.