


**Care of a Covered Servicemember with a Serious Injury or Illness
 Non-Bargained for Michigan Medicine PTO Eligible Staff ***

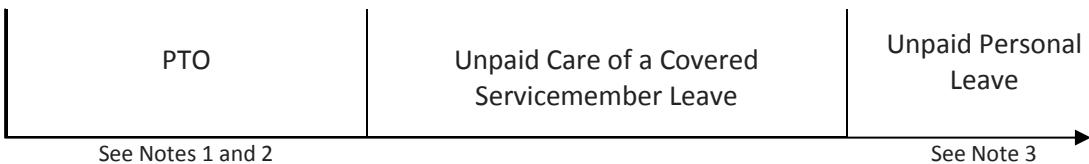
Example A: Employee qualifies for FMLA

FMLA
Usage

Absences for an FMLA qualifying event will be counted toward the employee’s 26 weeks of FMLA eligibility from the beginning of the employee’s absence.
 Use the FML time code from the start of the absence until eligibility under the FMLA is exhausted



Paid / Unpaid
Time Away
From Work



Notes:

1. Employee provides a timely, complete, and sufficient medical certification using the Department of Labor form [DOL Form WH-385](#)
 2. Use of PTO prior to the start of an unpaid FMLA leave is at the discretion of the employee.
 3. Unpaid personal leave is at the discretion of the department. If approved, begins when the employee’s FMLA entitlement runs out. Any remaining PTO balance will be paid out in a lump sum at the start of a Personal Leave.
- * The applicable collective bargaining agreement should be referenced for employees covered by a collective bargaining agreement (AFSCME, GEO, IUOE, LEO, MNA, POAM, Trades, etc.).