

**Employee’s Serious Health Condition
Non-Bargained For Michigan Medicine PTO Eligible Staff ***

Example A: Employee is eligible for extended sick time, and qualifies for FMLA

FMLA Usage	Absences for an FMLA qualifying event will be counted toward the employee’s 12 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
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Paid / Unpaid Time Away From Work	Extended Sick Time	PTO Balance	Unpaid FMLA Leave	Unpaid Medical Leave
	See Note 1			See Note 2

Example B: Employee is not eligible for extended sick time, and qualifies for FMLA

FMLA Usage	Absences for an FMLA qualifying event will be counted toward the employee’s 12 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
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Paid/Unpaid Time Away From Work	PTO Balance	Unpaid FMLA Leave	Unpaid Medical Leave
	See Note 1		See Note 2

Example C: Employee is not eligible for extended sick time, and does not qualify for FMLA

Paid/Unpaid Time Away From Work	PTO Balance	Unpaid Medical Leave
	See Note 1	See Note 2

Notes:

1. Acceptable supporting documentation provided to the University that confirms the employee is medically unable to work, and noting restrictions, if any.
 2. Begins when the employee’s FMLA leave entitlement ends, or, when the employee is not eligible for FMLA when extended sick/PTO is exhausted. Length of time an employee may be off work is governed by terms of the Unpaid Leaves of Absence SPG.
- * The applicable collective bargaining agreement should be referenced for employees covered by a collective bargaining agreement (AFSCME, GEO, IUOE, LEO, MNA, POAM, Trades, etc.)