

## Paid Medical Leave Act Overview & FAQs

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The state of Michigan’s Paid Medical Leave Act of 2018 (PMLA) requires employers to offer paid sick time to eligible employees as of March 29, 2019. For most faculty and staff, the university’s existing paid time off policies comply with or exceed the requirements. But for certain temporary and part-time regular staff who do not have access to short-term sick time, vacation or PTO, the PMLA will provide a new benefit of up to 40 hours of paid sick time per year.

### Eligibility

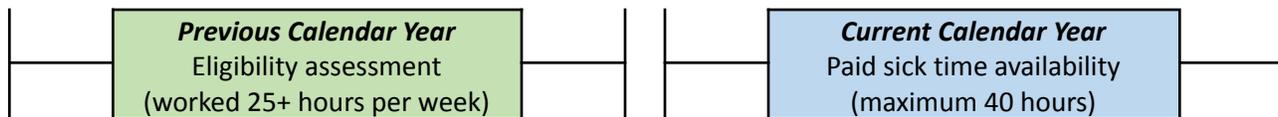
To become eligible for the new paid sick time benefit, an individual must meet the following criteria.

- Does not already receive at least 40 hours of paid time off per year under existing university policies (including short-term sick time, vacation and PTO)
- Worked at least 25 hours per week on average at U-M during the previous calendar year (includes all positions; calculated over 52 weeks regardless of appointment duration)

Temporary and part-time regular staff are most likely to receive the new paid sick time benefit. The law does not apply to FLSA exempt employees or individuals covered by a collective bargaining agreement.

### Implementation and Administration

The maximum amount of paid sick time will be 40 hours per year, pro-rated by date of hire.



Eligibility will be re-assessed every January 1 or with each new qualifying appointment within the calendar year. Newly eligible staff will receive an email notification after the January 1 assessment annually.

Eligible staff will retain access to their banks of paid sick time during the calendar year, unless they move to a different position that provides sufficient paid time off under the PMLA. Unused hours will not roll over at the end of the calendar year.

### Time Reporting

- New time reporting code = SPL - (2018 Act) Sick Paid Leave
- Available hours will show as “Pd Sick-MI” on the individual’s timesheet and paystub

### New Allowable Uses of Paid Time

In addition to personal or family health care needs, the Paid Medical Leave Act includes allowable uses of paid time that were not previously specified under university policies.

- Inclusion of grandchild as an eligible family member for health care needs
- Purposes relating to domestic violence or sexual assault situations

- Closure of employee’s primary worksite or child’s school due to a public health emergency

SPG 201.11-0 (Sick Time Pay), SPG 201.11-1 (Sick Leave Plan – Academic Appointments) and the Michigan Medicine PTO policy will be updated to include these allowable uses.

## Frequently Asked Questions

### ***When can a staff member take paid sick leave?***

You can request paid sick leave for the following reasons: you become unable to work due to a disabling illness or injury; to cover absences for preventive medical and dental appointments; to care for an incapacitated, ill or injured family member (defined as a spouse or other qualified adult; the child, sibling, parent, grandparent, grandchild or other individual whose care is the responsibility of the staff member, spouse, or other qualified adult); for purposes relating to domestic violence or sexual assault situations; or for purposes relating to closure of your primary worksite or child’s school by order of a public official due to a public health emergency.

### ***If an eligible staff member already receives some amount of short-term sick time or PTO (but less than 40 hours annually), how much paid sick time will he or she receive under the PMLA?***

The amount of additional paid sick time available under the PMLA would be pro-rated by any other paid leave for which the individual is eligible (including short-term sick time, vacation and PTO), not to exceed 40 hours annually.R

### ***What if an individual holds a bargained-for position in addition to a qualifying temporary position?***

While all hours worked will count towards the eligibility calculation to receive paid sick time, an eligible staff member would only be able to use this time off on their temporary appointment.

### ***What is a public health emergency?***

A public health emergency is an event of disease or contamination that affects, or has the potential to affect, a large number of people. The PMLA inclusion requires that it be declared by a public health official; it does not apply to weather-related closures.

### ***Will the department be charged for paid sick time?***

Yes. Paid sick time should be reported on the timesheet for and will be charged to the department in which the individual uses the hours, even if he or she gained eligibility through a position in a different department.

## Learn More

For more information, visit [hr.umich.edu/absence-from-work](http://hr.umich.edu/absence-from-work) or contact the appropriate human resources office:

- Ann Arbor campus staff – Shared Services Center (734) 615-2000, option 2, prompt 2; [ssc.hr.paidleavebalance@umich.edu](mailto:ssc.hr.paidleavebalance@umich.edu)
- Michigan Medicine which includes University of Michigan – Health and University of Michigan Medical School – HR Solutions Center (734) 647-5538
- Facilities and Operations staff – Facilities and Operations HR (734) 936-7398; [F&OHR@umich.edu](mailto:F&OHR@umich.edu)
- Institute for Social Research – Human Resources (734) 764-4408; [isrhrdepartment@umich.edu](mailto:isrhrdepartment@umich.edu)
- UM-Dearborn staff – Dearborn Human Resources (313) 593-5190; [humanresourcesdearborn@umich.edu](mailto:humanresourcesdearborn@umich.edu)
- UM-Flint staff – Flint Human Resources (810) 762-3150; [um-flint-hr@umich.edu](mailto:um-flint-hr@umich.edu)