

Paid Medical Leave Act – Frequently Asked Questions for MSU Extension

Under [Michigan's Paid Medical Leave Act](#) (PMLA), *non-union employees* hired in a temporary capacity are eligible for paid medical leave.

On-call and student employees, including Graduate Assistants, are excluded from this policy.

Who is eligible under Michigan's Paid Medical Leave Act (PMLA)?

Non-union, temporary, employment categories include: service maintenance, operating engineers, skilled trades, professionals, clerical technical, *Extension program associates*, nurses, and other employees.

How much time is an eligible temporary employee given? Eligible temporary employees are granted Paid Medical Leave after completing 90 days of service. This leave is credited on a pro-rated basis (according to when their eligibility date occurs):

- July 1 – Dec. 31 = 40 hours
- Jan. 1 – March 31= 20 hours
- April 1 – May 31 = 10 hours
- June 1 – June 30 = 0 hours

When can time be used?

Paid Medical Leave can be used *after* the employee has been in their temporary position for at least 90 days. Those who *will become eligible* at a future date will be notified prior to their eligibility date.

When does PML time reset?

Paid Medical Leave occurs on a fiscal year basis, July 1 through June 30.

- Employees will not be allowed to carry over any paid medical leave into the next fiscal year.
- Those who complete their 90-day waiting period by July 1 will receive 40 hours of sick time to use during the fiscal year (July 1 - June 30).

What can an eligible temporary employee use Paid Medical Leave time for?

Paid medical leave can be used for a temporary employee's own sickness or sickness of a family member. This includes mental or physical illness, injury or health condition, medical diagnosis, care or treatment or preventative medical care. This leave can also be used if the temporary employee or a member of their family is a victim of domestic violence or sexual assault. More information on what PMLA sick time can be used for can be found on [MSU HR's PMLA page](#).

How should a temporary employee record their use of PML hours?

To record PML hours, please work with your supervisor to send your PML spreadsheet to MSUE.TOC.Student@msu.edu. On the spreadsheet, make sure to include:

1. the date of the PML usage
2. the number of hours to be used.
3. the account number
4. if applicable, the sub-account

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- Time can be charged to any permissible account on the employee's record.
- Paid medical leave may be used in full hours or tenth of an hour increments.
- Employees will not be able to record more than their allotted amount of PML hours during the eligibility period.
- Excessive absenteeism, tardiness, and improper use of time, are violations of [Rules Governing Personal Conduct](#) and subject to discipline.

How are PML hours tracked?

MSU Extension HR is responsible for notifying supervisors and temporary employees of eligibility. It is the joint responsibility of the supervisor and employee to track the use of PML after receiving notice of eligibility and number of hours available.

What happens when a temporary employee moves to on-call or student status?

Change in status from being eligible for PML (temporary status) to non-eligible (on-call or student status) and back will require a new 90-day waiting period. Any unused PML time they were credited in temporary status will not be paid out or carried over to their new employment status.

What happens when a temporary employee terminates?

Once a temporary employee is finished working, they should be terminated from their position. Having a temporary employee stay employed while they are not working may result in Paid Medical Leave eligibility and Affordable Care Act costs. For terminations, please send an email to msue.toc.student@msu.edu indicating the last day the temporary employee worked or will work.

- There is no payout for unused PML time when an employee terminates.
- Eligible employees are not able to schedule the last week of their appointment to use their unused paid time off.
- Gaps in employment, even if one day, will require a new 90-day waiting period.

Where can I find additional information?

For more information on the Paid Medical Leave Act policy please visit: [University Policies and Procedures- Paid Medical Leave Act](#).

For more Frequently Asked Questions about Paid Medical Leave please visit: [PMLA FAQs](#).

Contact MSUE HR at msue.hr@msu.edu for questions related to Paid Medical Leave.