

2019-1 Amendment to Central Michigan University
Professional and Administrative Employee July 2018 Handbook

Effective March 29, 2019 Central Michigan University has amended the Professional and Administrative Employee Handbook for compliance with the Michigan Paid Medical Leave Act. Now therefore, the following section replaces paragraph D.7 (page 27):

7. SICK/MEDICAL LEAVE

Sick/Medical leave may be paid or unpaid depending on an employee's paid time off accruals and may occur concurrently with leave granted pursuant to the federal Family and Medical Leave Act (the "FMLA") and Michigan's Paid Medical Leave Act (the "PMLA"). Continuous medical leaves are typically approved for up to 1 year regardless of paid/unpaid status during that year. In unusual circumstances, the appropriate Vice President and Employment Services/HR may approve an extension of the leave not to exceed three years in total.

Paid Sick/Medical Leave with Pay (Including PMLA Leave)

Regular and provisional P&A employees with a 100% appointment shall accrue 13 (thirteen) sick/medical days per year. All other P&A employees, who are at least 50% (fifty percent), shall accumulate sick/medical leave time in proportion to the relationship of their appointment to a 100% position.

During any period in which an employee is scheduled to be on payroll, an employee may use sick/medical leave time to cover absences due to an employee's own or immediate family member's:

- diagnosis, care, or treatment of mental or physical illness, injury, or health condition;
- preventative medical care;
- being a survivor of domestic violence or sexual assaultⁱ; or
- closure of employee's primary workplace or employee's child's school or place of care due to a public health emergency/communicable diseaseⁱ

Immediate family member includes:

- An employee's biological, adopted, foster, stepchild or legal ward or a child to whom the employee stands in loco parentis;
- An employee's spouse (i.e., an individual to whom the employee is legally married) or other eligible individual;
- An employee's or employee's spouse's biological, foster, step or adoptive parent, legal guardian, or an individual who stood in loco parentis when the employee was a minor child;
- An employee's grandparent or grandchild;
- An employee's biological, foster or adopted sibling.

The first 40 hours of sick/medical leave time utilized in a calendar year (for the employee and/or employee's immediate family member) will be considered time taken pursuant to and allowed by the PMLA and satisfies the University's obligations thereunder.

Employees may not use sick/medical leave time to cover absences that have already been pre-approved as vacation.

Hourly employees can use sick/medical time in increments of one-half hour or more. *Salaried* employees report sick/medical time use in one-half day increments.

Time earned under this policy may be accumulated up to 130 days. There is no pay out of accumulated sick/medical leave time upon termination.

Employees utilizing accrued sick/medical leave time benefits may be required to submit verification supporting their absence (or that of their immediate family member). Until such statement is filed, when requested, all absences may be considered as vacation time. Once satisfactory documentation is received, the vacation time will be replaced with any accrued sick/medical leave time. CMU may require the employee to be examined by a physician selected by CMU prior to approving sick/medical leave benefits.

Whenever an individual is eligible for benefits under the long-term disability program, the provisions of that program supersede this sick/medical leave program. See the link in [Appendix B](#).

It is the University's intent to administer this policy so that it conforms with its obligations and employee rights under the FMLA and the PMLA as in effect from time-to-time. Employees may obtain more information about these laws on the University's HR website and on bulletin boards generally used for personnel postings.

ⁱ As defined by the Michigan Paid Medical Leave Act Public Act 369

The University has executed this Amendment on this ____ day of _____, 2019.

Central Michigan University

By: _____

Its: _____