



*Human Resources Department
Employee Policy and Procedure*

Michigan Paid Medical Leave Act Policy

Purpose

This policy is intended to provide part-time and temporary/seasonal employees and otherwise deemed eligible employees the opportunity to use paid medical time off ("PML") for personal, family, and medical reasons in compliance with the Michigan Paid Medical Leave Act of 2018 ("PMLA").

Eligibility

Eligible employees shall include those employees who:

- Worked an average of at least 25 hours per week in the benefit year;
- Worked at least 25 weeks in the benefit year; and,
- Did not otherwise accrue at least 40 hours of paid sick, vacation and/or personal leave which may be used for qualifying purposes under the PMLA
- Otherwise deemed eligible employees under the PMLA

Initial eligibility for 2019 shall be based on applying the above criteria to Calendar Year 2018.

Provisions

- For the year 2019, a Benefit Year is the period beginning April 1, 2019 and ending on December 31, 2019. For all succeeding years, a Benefit Year is the period beginning January 1 and ending on December 31.
- For each succeeding year, the Township will analyze hours worked in the prior Benefit Year and determine eligibility for the new benefit year based on the above criteria.
- For the 2019 benefit year, effective April 1, 2019, the Township will frontload 40 hours into the PML leave bank for eligible employees.
- New Hires, if eligible for PML, may only use PML during or after the first payroll following 30 days of employment. The 30 day waiting period shall not apply to returning seasonal employees who may be eligible for PML.
- PML may be used in one hour increments up to eight hours, based on the employee's scheduled work hours.

- PML may be used on a scheduled workday for employees on personal medical reasons, family care or other uses as defined in the Michigan Paid Public Leave Act, (Public Act 369) subject to proper notice and management approval consistent with other Township policies.
- Any unused PML leave banked as of December 31 of each year shall be forfeited.
- Any unused PML banked at the time of separation of employment (termination, resignation, retirement, or other separation) shall be forfeited.
- PML will be prorated for new hires based on date of hire.

This policy may be reviewed periodically and could be subject to modification for continued compliance with the law or as operationally necessary.

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Subject:	Michigan Paid Medical Leave Act Policy		
	Approvals:		
			
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