

Michigan Paid Medical Leave Act – Bronson Employee FAQ

When will Michigan's new Paid Medical Leave act take effect?

The act will take effect on March 29, 2019.

What are the MPMLA qualifying reasons?

Employees may take paid medical leave for the following:

- Physical or mental illness, injury, or health condition of the employee or his or her family member
- Medical diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to a public health emergency
- The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency
- The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider
- For domestic violence and sexual assault situations, employees may use paid medical leave for the following:
 - Medical care or psychological or other counseling
 - Receiving services from a victim services organization
 - Relocation
 - Obtaining legal services
 - Participation in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault

Who is considered a family member?

Family member includes:

- Biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis
- Spouse or employee's Biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an employee
- Spouse or individual to whom the employee is legally married under the laws of any state
- Person who stood in loco parentis when the employee was a minor child
- Grandparent
- Grandchild
- Biological, foster, and adopted siblings

MPMLA General Questions

Q: Does MPMLA apply to exempt employees?

A: No, MPMLA only applies to non-exempt (hourly) employees.

Q: Are the MPMLA guidelines the same for employees in benefit-eligible positions as those employees in PRN positions or positions of 47 hours or less per pay period?

A: No, the guidelines are different for benefit-eligible employees in part-time and full-time positions compared to employees in PRN positions or positions of 47 hours or less per pay period. Please see below for a FAQ specific to part-time and full-time employees, followed by a FAQ specific to PRN employees or employees in approved positions of 47 hours or less per pay period.

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Q: If an employee has intermittent FMLA or continuous leave, how is MPMLA applied?

A: Any time away from work that an employee needs for intermittent FMLA or a continuous leave would continue to be tracked for FMLA purposes but would also be entered as qualifying reasons under MPMLA and would deduct from the employee's eligible hours in a calendar year.

FAQ specific to part-time and full-time employees in approved hour positions of 48 hours or more per pay period / Benefit eligible employees

Q: Will employees in approved hour positions of 48 hours per pay period or greater accrue additional PTO?

A: No. Our current PTO accruals are greater than what is required by the MPMLA.

Q: When can an employee begin to use MPMLA time?

A: Existing Bronson employees with PTO in their bank may use MPMLA as of March 29, 2019. New hires may use MPMLA as of their 91st day of employment based upon accrual.

Q: How much paid medical leave is an employee eligible for?

A: Part-time and full-time employees are eligible for 40 hours of paid medical leave per calendar year.

Q: Will an employee be given an occurrence when using up to 40 hours per calendar year of accrued PTO for the MPMLA qualifying reasons?

A: No. Employees will not be given an attendance occurrence when using their PTO for a MPMLA qualifying reason for up to 40 hours per calendar year as long as they have PTO in their bank that can be used. It is the employee's responsibility to manage their PTO bank.

Q: What code should part-time and full-time employees enter for MPMLA usage?

A: PTK. Employees will use PTK for all MPMLA related reasons.

Q: Will the 40 hours of MPMLA time be pulled out of employees current PTO bank?

A: No. It is the employee's responsibility to manage their PTO usage and balance. If an employee uses all of their PTO for other time off reasons then calls in with one of the MPMLA qualifying reasons, an attendance occurrence will be given.

Q: What happens if an employee calls in under one of the MPMLA qualifying reasons but does not have enough MPMLA hours left this calendar year to cover their scheduled shift?

A: Their remaining MPMLA hours would be subtracted from their scheduled shift hours;

- if there is more than 2 hours left over then the employee would receive 1 occurrence
- if there is less than 2 hours left over then the employee would receive .5 occurrence

Q: What is the minimum time that an employee can use MPMLA time?

A: Employees must use MPMLA time a minimum of 2 hours. All other PTO can be used as normal.

Q: If an employee in part-time or full-time position transfer to a PRN position or a position with approved hours of 47 or less per pay period, what happens to their PTO?

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A: Up to 40 hours of the employees PTO bank will transfer to the PRN position. Any remaining hours will be paid out at 50% as it currently does.

Q: What happens if an employee calls in and verbalizes they won't be in for a qualifying reason under MPMLA act but does not enter PTK?

A: PTK will be entered for the employee for this time/shift by the scheduler/staffer/leader.

Q: Do employees still need to provide notice and follow established call-in procedures when using MPMLA time?

A: Yes, an employee must comply with all departmental guidelines for calling in to report absence, tardiness, or leaving early, including compliance with calling prior to the start of their shift and providing a minimum of 2 hours' notice, if practicable.

Q: Is Bronson's policy for occurrences staying the same?

A: No, Bronson Standards of Work Performance and Behavior policy is being revised. The occurrence path will be as follows as of March 29, 2019; 2 occurrences will result in a documented counseling, 3 occurrences will result in a written warning, 4 occurrences will result in probation and 5 occurrences will result in termination of employment. All occurrences will be tracked within a rolling twelve (12) month period of time.

FAQ specific to PRN employees / Non-Benefit Eligible Employees / Employees in positions of 47 hours of less per pay period

Q: Will all PRN employees and employees in positions of 47 hours or less per pay period earn MPMLA time?

A: Yes. Beginning with the pay period that includes March 29th, employees within these categories will begin accruing MPMLA time.

Q: How much MPMLA time will employees in this category accrue?

A: 1 hour for every 35 hours worked or 0.02857 per hour worked.

Q: What is the max MPMLA time employees in this category can use in a calendar year?

A: The maximum amount of MPMLA that can be used in a year is 40 hours.

Q: What code should be entered into API for employees in this category when using their accrued MPMLA time?

A: PTM – Employees in this category should enter PTM for all MPMLA related reasons.

Q: What is the minimum time that an employee in this category can use MPMLA time?

A: Employees in this category must use MPMLA time for their fully scheduled shift.

Q: Can employees in this category carry over a balance of accrued MPMLA time from one year to the next?

A: Yes, they may carry over up to 40 hours of accrued MPMLA time from one calendar year to the next. Remember, only 40 hours of MPMLA time can be used in a calendar year.

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Q: Can employees in this category sell their accrued MPMLA time?

A: No, employees in this category can *only* use MPMLA time for MPMLA qualifying reasons and are not eligible to sell their accrued, unused MPMLA time.

Q: Will employees in this category be paid out accrued, unused MPMLA time at separation of employment?

A: No.

Q: If a PRN employee or non-benefit eligible employee transfers to a benefit eligible position, will their accrued MPMLA time transfer with them?

A: Yes, accrued but unused MPMLA will transfer to their PTO bank when they transfer to a benefit eligible position.

Q: What happens if an employee calls in and verbalizes they won't be in for a qualifying reason under MPMLA act but does not enter PTM?

A: PTM should be entered for the employee for this shift by the scheduler/staffer/leader.

Q: Do employees still need to provide notice and follow established call-in procedures when using MPMLA time?

A: Yes, an employee must comply with all departmental guidelines for calling in to report absence, including compliance with calling prior to the start of their shift and providing a minimum of 2 hours' notice, if practicable.

Q: What happens if an employee under this category calls in under one of the MPMLA qualifying reasons but does not have enough MPMLA hours left this calendar year or in their bank to cover their scheduled shift?

A: The employee will receive 1 full occurrence and the shift will go unpaid.