

## Paid Medical Leave Act (PMLA)

### Policy Statement

The Paid Medical Leave Act gives eligible Grand Valley State University employees accrued paid medical leave to use for their own or their family members' medical needs and for purposes related to domestic violence and sexual assault. The University retains all rights under the act.

### Procedures:

#### A. Eligibility

- Employees hired in a temporary capacity, excluding those who do not already receive leave accruals under a collective bargaining agreement or handbook for salary continuation/sick time.
- Most notable exemptions: employees who worked less than 25 hours per week on average in the preceding calendar year and overtime exempt employees

#### B. General Requirements:

- New employees, not otherwise excluded as variable hour employees, will have a 3-month waiting period after commencing employment before they can begin using medical leave.
- Active employees who have completed their 3-month waiting period as of March 29, 2019 will be credited with 40 hours of leave for use during the calendar year from January 1-December 31.
- Employees who have completed the 3-month waiting period will be able to use accrued time off
- Employees will not be allowed to carry over any paid medical leave into the next year.
  - There is no payout of unused accruals.
  - Paid leave must be used in one-hour increments and may be used for the employee or their family members mental or physical illness, injury, or health condition; medical diagnosis, care or treatment or preventative medical care.
- Paid leave may also be used if the employee or employee's family member is a victim of domestic violence or sexual assault,
  - for medical care,
  - psychological or other counseling,
  - for physical or psychological injury or disability,
  - to obtain services from a victim services organization,
  - to relocate due to domestic violence or sexual assault,
  - to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- Employees will be allowed up to three days to provide documentation. The department's usual and customary notice, procedure and documentation requirements for requesting leave will apply.
- Family member includes a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis. A biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an employee or an employee's spouse or an individual who stood in loco parentis when the employee was a minor child. An individual to whom the employee is legally married under the laws of any state. A grandparent or a grandchild. A biological, foster or adopted sibling.

Supervisors may request the following documentation:

- Police report indicating the employee or employee's family member was a victim of domestic violence or sexual assault.
- Signed statement from a victim and witness advocate affirming the employee or employee's family member is receiving services from a victim services organization.\*
- Court document indicating the employee or employee's family member is involved in legal action related to domestic violence or sexual assault.

\*Documentation provided under bullet point #2 does not need to include details of the violence or sexual assault for the employee or employee's family member.

For temporary hourly staff related questions or clarifications please contact: Megan Bravo, Human Resources (phone: 616-331-2215, email: [hro@gvsu.edu](mailto:hro@gvsu.edu)).

For student employee related questions or clarifications please contact: Student Employment (phone: 616-331-3238, email: [studentjobs@gvsu.edu](mailto:studentjobs@gvsu.edu)).