

SYSTEMWIDE POLICY

Michigan Paid Medical Leave Act (MPMLA)

This Policy is Applicable to the following Corewell Health sites:

SYSTEMWIDE

Beaumont Corporate Shared Services, Beaumont Dearborn, Beaumont Farmington Hills, Beaumont Grosse Pointe, Beaumont Medical Group, Beaumont Pharmacy Solutions, Beaumont Royal Oak, Beaumont Taylor, Beaumont Trenton, Beaumont Troy, Beaumont Wayne, Post Acute Care (Beaumont) Corewell Health (Corporate), Big Rapids (Mecosta County Medical Center), Continuing Care, Corewell Health Watervliet Hospital, Corporate (Spectrum Health System), Gerber Memorial (Newaygo County General Hospital Association), Ludington (Memorial Medical Center of West Michigan), Outpatient/Physician Practices, Pennock (Pennock Hospital), Priority Health, Reed City (Reed City Hospital Corporation), SH GR Hospitals (Spectrum Health Hospitals), SHMG, Spectrum Health Lakeland (Lakeland Hospitals at Niles and St. Joseph Inc.; Applicable Corewell Health South Regional Sites), United/Kelsey (Spectrum Health United; Spectrum Health Kelsey Hospital), Zeeland (Zeeland Community Hospital)

Applicability Limited to: Non-Exempt (Hourly) Employed Team Members

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Functional Area: Human Resources, Leaves & Accommodations

Department Area: Human Resources

1. Purpose

This policy provides guidance to team members regarding the Michigan Paid Medical Leave Act (MPMLA) that requires covered employers to provide their eligible team members with job-protected, paid time for certain qualified reasons.

2. Definitions

2.1. MPMLA Eligible Team Member: All non-exempt, PTO-accruing employed team members who are a 30% (0.3) FTE or higher are eligible for 40 hours of MPMLA time each calendar year. All non-exempt, non-PTO-accruing team members who work an average of 25 hours per week or more (may include regular, temporary, and casual status) are also eligible for the 40 hours of MPMLA time each calendar year.

2.2. MPMLA Eligible Family Member: A spouse or a biological, step, adopted or foster child or legal ward, parent, grandparent, grandchild, sibling of a MPMLA eligible team member.

3. Compliance

3.1. Team Members should take time to read and become familiar with the details of any policies that apply to them and to follow any expectations outlined. Seek clarification from your leader or from HR if you need it. When policies aren't followed, there may be coaching or performance correction that results.

- 3.2. When a team member is covered by a collective bargaining agreement (CBA) and the terms of the CBA are different, the team member should follow the CBA instead of the policy.

4. Policy

4.1. MPMLA protected time eligibility.

- 4.1.1. MPMLA eligible team members are entitled to use a maximum of 40 hours of paid time per calendar year protected from disciplinary action.
- 4.1.2. MPMLA eligible team members may receive protection for time missed due to one of the qualified reasons.
- 4.1.3. Missed time will be paid out of the team member's Paid Time Off (PTO) bank for PTO eligible team members. For non-PTO eligible team members, missed time will be paid out of the State Leave (MLA) bank.
- 4.1.4. MPMLA protected time runs concurrently with other leaves and protected time (i.e., FMLA) where applicable.

4.2. MPMLA protected time qualified reasons.

- 4.2.1. Only time taken for one of the reasons below will be eligible for MPMLA protected time:
 - 4.2.1.1. The care or treatment for the team member's mental or physical illness, injury, or health condition.
 - 4.2.1.2. The care or treatment for the team member's eligible family member's mental or physical illness, injury, or health condition.
 - 4.2.1.3. Situations related to or resulting from domestic violence or sexual assault (i.e., medical care, counseling, to participate in any civil or criminal proceedings, relocation, obtaining legal advice, receiving services from a victim services organization, etc.).
 - 4.2.1.4. Closure of the eligible team member's primary workplace by order of a public official due to a public health emergency; for an eligible team member's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.
 - 4.2.1.5. If it has been determined by the health authorities having jurisdiction or by a health care provider that the MPMLA eligible team member's or MPMLA eligible team member's family member's presence in the community would jeopardize the health of others because of the team member or family member's exposure to a communicable disease, whether or not the team member or family member has actually contracted the communicable disease.

4.3. Using MPMLA protected time.

- 4.3.1. Team members must have protected time available for the missed time to be protected under MPMLA.
 - 4.3.1.1. They have not yet utilized 40 hours within the calendar year.
 - 4.3.1.2. The MPMLA eligible team member has enough time available within either their MLA/PML or PTO bank at the time of the missed shift.
 - 4.3.1.3. The only part of the shift that will be protected is when both conditions above are met. All unprotected hours will be subject to the [Attendance and Reliability](#) policy.
- 4.3.2. Team members must follow department call-in procedures.

- 4.3.3.** Documentation confirming one of the qualified reasons in section 4.2 should be submitted by the team member to Leave Administration within 3 business days of their return to work from the missed time. Additional documentation is not required if the time off is already approved by Leave Administration for another qualified leave.
- 4.3.3.1.** The type of documentation required to be submitted by the team member depends on the reason for the MPMLA protected time but must include sufficient information for Corewell Health to determine that the time relates to a MPMLA eligible team member or MPMLA eligible family member and is taken for a MPMLA qualified reason. Corewell Health reserves the right to request additional information when necessary to determine whether the time is MPMLA protected.
- 4.3.3.2.** If time is taken for the illness, injury, or health condition of the MPMLA eligible team member or a MPMLA eligible family member, the following types of documentation are acceptable:
- 4.3.3.2.1.** A note from a licensed healthcare provider attesting to the existence of the need for protected time, the general reason for the protected time, and the amount of protected time needed, **OR**
- 4.3.3.2.2.** If care or treatment by a licensed healthcare provider was not obtained, a written statement by the team member that identifies the general reason for the protected time; the relationship of the team member to the person with the illness, injury or health condition (e.g., self, child, etc.); the amount of protected time needed, and; stating care or treatment by a licensed healthcare provider was not required.
- 4.3.3.3.** If time is taken because of domestic violence or sexual assault, the documentation does not require details of the domestic violence or sexual assault or the details of the eligible team member or eligible family member's medical condition. The following types of documentation are acceptable for time taken for this purpose:
- 4.3.3.3.1.** A police report indicating that the MPMLA eligible team member or MPMLA eligible family member was a victim of domestic violence or sexual assault.
- 4.3.3.3.2.** A signed statement from a victim and witness advocate affirming that the MPMLA eligible team member or MPMLA eligible family member is receiving services from a victim services organization.
- 4.3.3.3.3.** A court document indicating that the MPMLA eligible team member or MPMLA eligible family member is involved in legal action related to domestic violence or sexual assault.
- 4.3.4.** This time should be coded time as MPMLA and Leave Administration will change the code to MLA/PTO-MLA in API or PML/PTO-PML in Kronos if time is protected. If the time missed is not protected, Leave Administration will change to the appropriate absence code in API or Kronos.
- 4.3.5.** Other leaves and missed time will impact the team member's bank of MPMLA protected time (i.e., FMLA (where PTO was used)).

4.3.6. MPMLA protected time restarts January 1 every year.

5. Revisions

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

6. References

- [Attendance and Reliability](#)

7. Policy Development and Approval

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8. Keywords:

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