

Milan Area Schools

PAID MEDICAL LEAVE POLICY

Eligible Employees

This policy applies to Milan Area Schools' employees who qualify under the Paid Medical Leave Act (PMLA) and who are **not** under a negotiated contract or individual contract that already meets or exceeds the PMLA criterion.

Frontload Method

On March 29, 2019, all eligible employees will be frontloaded a minimum of forty (40) hours of Paid Medical Leave to be used within the school year. These hours will be prorated for the first year if the benefit year tracks the calendar year. No carryover of Paid Medical Leave is permitted. In subsequent benefit years, the District will provide each eligible employee with a minimum of forty (40) hours of Paid Medical Leave on September 1st. An employee cannot carry over unused Paid Medical Leave to the next benefit year, nor will the employee be paid for unused PMLA at the end of the benefit year or upon separation (voluntary or involuntary).

Benefit Year

A benefit year is the consecutive twelve (12) month period starting on September 1st. The benefit year will be used by the district to calculate an eligible employees benefits.

Family Member

A "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 a legal guardian of an employee or the 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 grandchild; and
- A biological, foster, or adopted sibling.

Appropriate Use

Paid Medical Leave is intended to be used for the following:

- Physical or mental illness, injury or health concern of the employee or his or her family member
- Medical diagnosis, care or treatment of the employee or his or her 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 office 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 any of the following:

- Medical care or psychological or other counseling
- Receiving services from a victim services organization
- Relocation and obtaining legal services
- Participation in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault

Guidelines for Paid Medical Leave

All paid leave days will be charged in one-half day increments. Any part of a half-day shall be charged as the next full half-day. When any paid leave falls on an "Act of God" day, it will not be charged to the employee.

An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.

Employees must follow the District's usual practice or procedure for requesting the use of Paid Medical Leave. However, the District will give employees three (3) days to acquire the proper documentation (if the time off is used for Paid Medical Leave for the reasons set forth above).

Employees will be paid at a rate equal to their normal hourly or base wage rate at the time of the absence. PMLA pay will not include overtime pay, holiday pay, bonus, commissions, supplemental pay, piece-rate pay or gratuities.