

Paid Family and Medical Leave Policy Expansion – effective 1/1/2018

An expansion of the PMA Family and Medical Leave policies will go into effect on 1/1/18. The expansion provides for **4 weeks of 100% paid** family or medical leave before an employee must use any of their paid time off, parental or disability benefits.

Type of Leave	Use 1st	Then Next	Then 3rd
FMLA Parental Leave	4 weeks of leave at 100% of regular pay	Paid time-off (can keep up to 10 days of vacation)	Balance of 12 weeks of at 60% of regular pay
FMLA Family Leave	4 weeks of leave at 100% of regular pay	Paid time-off (can keep up to 10 days of vacation)	Balance of 12 weeks unpaid
FMLA Personal Medical	4 weeks of leave at 100% of regular pay	Paid time-off (can keep up to 10 days of vacation)	Balance of 12 weeks of at 60% of regular pay

- Employees are eligible for the 4-week 100% paid leave once they meet the eligibility requirements for FMLA
- Must be in conjunction with an approved Family Medical Leave (personal medical, family medical or parental leave) for leaves lasting **7 days or longer**
- Employees may use **one 4-week 100% pay in a 12-month rolling period**
- Cannot be used for intermittent leave
- Must work with HR and complete appropriate forms with required medical authorizations. **The 4-week paid leave will not be activated until all forms have been completed and HR has been notified.**

Example:

Donna goes out on parental leave for the birth of her child. Before she goes on leave she works with HR to get all paperwork completed (Leave Request Form, FMLA paperwork with doctor’s authorization.) She is approved for 12 weeks leave. FMLA tracking and 100% pay tracking starts on her first day of leave. She is paid 100% for the first 4 weeks. She is then paid 100% by using her available sick and vacation leave of 15 days. (She is keeping 10 vacation days for use later in the year.) So, she receives the first 7 weeks at 100% pay then goes to 60% pay for the balance of her leave, 5 weeks.