

Paid Family Medical Leave (PFML)

Paid Family Medical Leave (PFML): MCAD will provide up to two weeks of Paid Family Medical Leave (PFML) to employees for any FMLA or Parenting and Pregnancy approved leave. The purpose of PFML is to enable the employee to care for a family member and/or their own health condition. Eligible employees must be a benefits-eligible employee and meet the criteria as listed for FMLA. Intermittent FMLA does not qualify. This policy will run concurrently with FMLA leave, as applicable.

Accrual: Eligible employees will receive a maximum of two weeks of PFML per rolling 12 month period in which they have been approved for FMLA or Parenting and Pregnancy Leave. Multiple leaves for different purposes does not increase the number of weeks of PFML granted per 12-month period.

Use: The employee will provide their supervisor and HR with notice of the request for leave at least 30 days prior to the proposed date of the leave (or, if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by HR to substantiate the request. This will be added to an employee's timecard during payroll processing and should not be entered by the employee or their supervisor.

- Approved PFML may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee.
- In the event of an employee who has given birth, the two weeks of PFML will commence prior to any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth. For example, if the waiting period for Short-Term Disability is two weeks, the employee would receive two weeks of PFML prior to receiving pay via Short-Term Disability benefits.
- Employees must take PFML in one continuous period of leave and must use all PFML during the 12-month time frame indicated above. Any unused PFML will be forfeited at the end of the 12-month period.
- Each week of PFML is compensated at 100 percent of the employee's regular weekly pay. Hourly employees will be paid based on their standard scheduled hours.
- After the PFML (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation, and personal time. Upon exhaustion of accrued sick, vacation, and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- MCAD will maintain all benefits for employees during the PEIFL period as with any other paid leave.
- If a College holiday occurs while the employee is on PFML, the day will be charged to holiday pay; however, such holiday pay will not extend the total PFML entitlement of two weeks. An employee may choose to shift the dates of PFML to occur before or after a holiday and/or winter break, as long as that does not split the PFML period and does not extend the total entitlement of two weeks.

Pay at Separation: Accrued but unused PFML will not be paid out at separation.