

## **PAID EXTENDED ILLNESS AND FAMILY LEAVE POLICY (PEIFL)**

MCAD will provide up to two weeks of Paid Extended Illness and Family Medical Leave (PEIFL) to Benefited staff and faculty for any FMLA or Parenting and Pregnancy approved leave. The purpose of PEIFL is to enable the employee to care for a family member and/or their own health condition. Eligible employees must be a full-time benefited employee and meet the criteria as listed for FMLA (above). Intermittent FMLA does not qualify. This policy will run concurrently with FMLA leave and MNPFML, as applicable. Eligible employees will receive a maximum of two weeks of PEIFL per rolling 12-month period in which they have been approved for FMLA or Parenting and Pregnancy Leave. Multiple leaves for different purposes do not increase the number of weeks of PEIFL granted per 12-month period.

**USE OF PEIFL:** 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.

- Approved PEIFL may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee, provided the employee was approved for FMLA or Parenting and Pregnancy Leave.
- In the event of an employee who has given birth, the two weeks of PEIFL 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 PEIFL prior to receiving pay via Short-Term Disability benefits.
- Employees must take PEIFL in one continuous period of leave and must use all PEIFL during the 12-month time frame indicated above. Any unused PEIFL will be forfeited at the end of the 12-month period.
- Each week of PEIFL 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 PEIFL (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.
- If a College holiday occurs while the employee is on PEIFL, the day will be charged to holiday pay; however, such holiday pay will not extend the total PEIFL entitlement of two weeks. An employee may choose to shift the dates of PEIFL to occur before or after a holiday and/or winter break, as long as that does not split the PEIFL period and does not extend the total entitlement of two weeks.

**PEIFL PAY AT SEPARATION:** Unused PEIFL will not be paid out at separation.