som\_currentexporteddate

som\_contactname

address1\_line1

address1\_city, address1\_stateorprovince address1\_postalcode

|  |  |  |  |
| --- | --- | --- | --- |
| Re: Employee ID#: som\_eid | Leave type: | | Non-FMLA Paid Parental Leave |
|  | |  |  |

Dear fullname:

Your request for a Paid Parental Leave (PPL) is  **on som\_createdondateonly**. You will receive your base pay during this leave of absence that corresponds to your normal scheduled shift.

You are not currently eligible for FMLA.

Key dates regarding your leave are listed below:

**[Enter Date or 'space' for blank]**

Non-FMLA Paid Parental Leave, som\_leavestartdate

**som\_estimatedrtwdate**

**[Enter Date (31 days after event) or 'space' for blank]**

**After the delivery or adoption of your child(ren) you must:**

* Contact the DMO as soon as possible to provide the actual date of birth or adoption to ensure accurate timekeeping.
* Submit a copy of the child’s birth certificate or adoption papers within 31 days of the life event. Failure to provide this documentation by the due date will result in the PPL being revoked retroactive to the start of the leave and the repayment of the entire cost of the benefit.
* To add a child to your health insurance benefits, you must contact the MI HR Service Center at 877-766-6447 (Option 1) within 31 days of the life event.
* If you have been medically unable to work (such as due to birth) you must provide a medical release to return to work full duty prior to the end of the Paid Parental Leave.

**Important Information:**

* Timekeeping - enter the following Leave Type in SIGMA to record your absence corresponding to your regular shift schedule.
* Paid Parental Leave: PPLV, PPL2 or PPL3
* Holiday Time: HOL1, HOL2 or HOL3
* Long-Term Disability benefits are not available during a Paid Parental Leave.
* Paid leave credits cannot be used to extend the Paid Parental Leave beyond the 84 consecutive calendar days.
* Time off on a Paid Parental Leave also counts toward any unpaid Parental Leave entitlements.
* If you wish to apply for an unpaid Parental Leave after your Paid Parental Leave ends you will need to complete a leave application (CS-1838) and return it to the DMO at least five days before your Paid Parental Leave expires or apply online at [www.michigan.gov/dmoleaveapp](http://www.michigan.gov/dmoleaveapp)

Submit documentation to:

DMO

P.O. Box 30002

Lansing, Michigan 48909

Fax 517-241-9926

\*Email: [MCSC-DMO@michigan.gov](mailto:MCSC-DMO@michigan.gov)

*\*By choosing to email documentation, you accept the risks that unencrypted messages and any attachments can be intercepted, read, and copied by persons other than the intended recipient.*

You must contact the DMO on your first day back to work to update your status.

If you have any questions regarding this determination or your rights and responsibilities, or any documentation that you must provide, contact the DMO at 877-443-6362, Option 2.

Sincerely,

owneridname

Disability Management Office

cc: som\_supervisorname, Supervisor