5/17/2023

som\_contactname

address1\_line1 address1\_line2

address1\_city, address1\_stateorprovince address1\_postalcode

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

Dear fullname:

Congratulations on the new addition to your family!

Your request for a Parental is approved bargaining agreement. Your FMLA entitlement will run concurrently with your leave of absence and all hours will be designated as FMLA until your entitlement is exhausted on **som\_fmlaexhaustdate**.

|  |  |  |
| --- | --- | --- |
| Leave Start Date: | Leave End Date: | Return-to-Work Date: |
| som\_leavestartdate | som\_leaveenddate | som\_estimatedrtwdate |

If your anticipated leave schedule does not change, som\_fmlahours hours will count against your FMLA entitlement.

For parental leave:

* Leave must be taken within one year of the child’s birth or placement.
* Sick leave credits cannot be used while on a parental leave of absence.
* If FMLA entitlement is exhausted before the leave end date, the remaining leave will be considered a Non-FMLA parental leave.
* To add a child to your health and insurance benefits, you must contact the MI HR Service Center at 877-766-6447 (Option 1) and provide supporting documentation within 31 days of delivery, adoption, or placement.

You have requested that your leave credits be used as follows:

|  |  |  |
| --- | --- | --- |
| **Leave credits** | **Use all/Freeze all/Only Freeze This Amount/No Credits** | **amount to freeze** |
| Annual Leave | som\_annualleavecreditusage | som\_annualleavefreezeamount |
| Banked Leave | som\_bankedleavecreditusage | som\_bankedleavefreezeamount |
| Deferred Hours | som\_deferredhourscreditusage | som\_deferredhousesfreezeamount |
| Comp Time | som\_comptimecreditusage | som\_comptimefreezeamount |
| Sick Leave | som\_sickleavecreditusage | som\_sickleavefreezeamount |
| Other: | som\_othercreditusage | som\_otheramountleavefreezeamount |

\*You may only use leave credits until your FMLA entitlement exhausts on som\_fmlaexhaustdate. Once exhausted, your leave credits will be frozen and the leave converted to a Non-FMLA parental leave which is unpaid.

If you exhaust your elected leave credits or are on a Non-FMLA parental leave:

* You do not receive service credit or time accruals.
* If eligible, an Application to Continue Insurances (CS-1820) will be mailed to you and must be returned to Employee Benefits Division (EBD).
* You are responsible for payment arrangements on any other payroll deductions that remain active while on unpaid leave (Friend of the Court, 401k loans, garnishments, levies, etc.).

We realize this may be a busy time for you, however if you need an extension you will need to submit your documentation to the DMO in writing before your leave expires and include your new expected return-to-work date. Otherwise, you may be considered absent without leave and subject to discipline, up to and including separation, for an unauthorized leave of absence. It is your responsibility to inform your supervisor of your new return-to-work date.

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 will not be required to present a fitness-for-duty certificate before being restored to employment. You must contact the DMO on your first day back to work to update your status and ensure timely processing of your first paycheck.

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

Sincerely,

owneridname

Disability Management Office

cc: som\_supervisorname, Supervisor