som\_currentexporteddate

som\_contactname

address1\_line1

address1\_city, address1\_stateorprovince address1\_postalcode

|  |  |  |  |
| --- | --- | --- | --- |
| Re: Employee ID#: som\_eid | Leave type: | | **SEIU Sick Leave Usage Entitlement** |
|  | |  |  |

Dear fullname:

Congratulations on the addition to your family!

Your request to use sick leave under the SEIU Contract is approved. If eligible, 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 your leave:

* Leave must be taken upon birth of your child.
* Sick leave credits may only be used for up to two weeks upon birth of your child.
* Submit documentation or contact the DMO at 877-443-6362 (Option 2) to confirm the date of delivery.
* Contact the MI-HR Service Center at 877-766-6447 (Option 1) within 31 days of delivery to add your child to insurances.

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.  
  
If your leave of absence extends beyond your two week entitlement, please contact our office. You will be required to initiate and complete new FMLA documentation.

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