

FIRST AMENDMENT
TO THE
PROFESSIONAL & ADMINISTRATIVE HANDBOOK 2024-25

Effective February 21, 2025, Section D.6 is replaced with the following:

SICK/MEDICAL LEAVE

Sick/Medical leave may be paid or unpaid depending on an employee's paid time off accruals and may occur concurrently with leave granted pursuant to the federal Family and Medical Leave Act (the "FMLA") and Michigan's Earned Sick Time Act (ESTA).

Continuous medical leaves are typically approved for up to 1 year regardless of paid/unpaid status during that year. At the request of the employee, and with substantiating the continued need for medical leave, the appropriate division head (if the department is holding the position) and Employment Services/HR may approve an extension of the leave not to exceed three years in total.

Sick/Medical Leave with Pay

P&A employees with a 100% appointment shall accrue 13 (thirteen) sick/medical days per year. P&A employees who are at least 50% (fifty percent) shall accumulate sick/medical leave time in proportion to the relationship of their appointment to a 100% position.

Hourly employees can use sick/medical time in increments of one-half hour or more. *Salaried* employees report sick/medical time use in one-half day increments. The first 72 hours of sick time used in any calendar year will be considered sick time as required by the ESTA.

Employees may not use sick/medical leave time to cover absences that have already been used or approved as vacation.

Time earned under this policy may be accumulated up to 130 days. There is no pay out of accumulated sick/medical leave time upon termination.

All other terms and conditions for the use of sick time are expressed in CMU's Michigan Earned Sick Time Act (ESTA) policy.

Whenever an individual is eligible for benefits under the long-term disability program, the provisions of that program supersede this sick/medical leave program. See the link in [Appendix B \(Long Term Disability\)](#).

It is the University's intent to administer this policy so that it conforms with its obligations and employee rights under the FMLA and Michigan's Earned Sick Time Act (ESTA). Employees may obtain more information about these laws on the University's HR website and on bulletin boards generally used for personnel notices.

Catastrophic Leave

Employees may request additional sick time from the catastrophic leave bank when they have a qualifying catastrophic illness or injury. This program also covers the catastrophic illness or injury of an immediate family member (as defined by CMU's FMLA policy), which necessitates the employee's absence from work. The parameters and process for this program can be found at the link in [Appendix B \(Catastrophic Leave\)](#).

Sick/Medical Leave without Pay

Employees may continue an approved medical leave, without pay for their own illness or injury. Medical leaves without pay begin after the employee has exhausted all accrued paid time (sick, vacation, personal and compensatory time, if applicable). When Employment Services/HR determines that all applicable leave time has been exhausted, Employment Services/HR will work with the supervisor to complete a Leave of Absence without Pay form for the impacted employee(s). Before employees may return from such leave, they must provide their supervisor with a physician's statement attesting to the employee's fitness for work.

Except as required by FMLA, reinstatement from medical leave without pay is not guaranteed unless the supervisor has agreed to hold the position for the employee. If the supervisor does not agree to hold the position, once the employee is able to return to work, the medical leave without pay may be converted to an unpaid personal leave and extended for a maximum of six months providing the employee is actively applying for CMU vacancies. Reinstatement upon return from leave will be dependent upon positions available and selection of the employee through the normal recruitment process. If the employee is not successful in obtaining a CMU position by the end of the six-month extension, they will be considered a voluntary termination.

Employees can arrange to continue the medical, prescription drug, dental and/or life insurance they were enrolled in at the time the leave was requested. The employee must pay the full premium during the leave in order for the coverage to continue and must contact Benefits & Wellness/HR to arrange for payments or obtain additional information.

Medical Verification

Medical documentation may be requested to verify an employee's need for leave, as applicable under university policy and where permitted under state/federal law.

Authorized and approved:

Mary Hill
Vice President, Finance and Administrative Services

Date