

PUBLIC HEALTH FAMILY MEDICAL LEAVE (PFM)

Frequently Asked Questions

The Public Health Family Medical Leave (PFM) program allows employees with a qualifying need related to a Public Health Emergency to request time off to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the childcare provider of such son or daughter is unavailable, due to a public health emergency.

Q: Is PFM paid or unpaid leave?

A: The first 10 work days (two weeks) of Public Health Family Medical Leave (PFM) will be unpaid unless the employee chooses to use (a) the Public Health Leave (PHL) hours to cover the leave time or (b) other applicable leave balances to cover the leave time.

After the first 10 work days (two weeks) of PFM, the remaining PFM leave will be paid, at \$25 per hour with a maximum of \$200 per day if the employee is unable to work (or telework) because of one of the reasons listed above. Refer to the Public Health Family Medical Leave policy for information on payment to part-time employees.

Q: Does the paid PFM count against other available leave balances (such as personal, annual or sick leave)?

A: No. Once the employee has exhausted all available PFM, and the employee still cannot return to work (or telework), the employee can use other available leave (personal, annual, sick) to continue to get paid while not at work. The personal, annual, or sick leave will be paid at the employee's normal rate of pay based on the number of hours the employee is regularly scheduled to work.

Q: Can an employee use PFM for his or her illness related to COVID-19?

A: No. The PFM program is only available for use due to an employee being unable to perform their regular job duties related to childcare, as stated above.

Q: Are all employees eligible for this leave?

A: Yes, all employees are eligible for this leave, provided the employee has been employed with CNM for at least 30 calendar days at the time of the request.

Q: Are student employees eligible for PFM?

A: Yes, actively employed student workers are eligible to apply for this leave.

Q: Can this leave be used intermittently?

A: Yes. The employee must arrange to use the PFM in hourly increments as the benefit is paid based on a maximum daily rate.

For example: if an employee has the ability work Tuesdays and Thursdays of their regular schedule due to having other childcare support on those days, the employee can request to have paid PFM on Mondays, Wednesdays and Fridays and to work a normal schedule on Tuesdays and Thursdays.

Q: If an employee can work remotely, can the employee still request to use PFM?

A: Yes, but only if the employee is unable to perform some of the functions of their position due to the reason listed above.

Q: If the employee has already used time off under the Family and Medical Leave Act (FMLA), can the employee still request time off under PFM?

A: Yes.

Time used under FMLA will reduce the time available under the expanded FMLA leave (PFM).

Q: Is there a limit for the amount of pay under the PFM?

A: Yes, a maximum of \$200 per day or \$10,000 total for a 12-week period (the first 10 work days -- two weeks -- under PFM is unpaid unless the employee uses available leave during this time).

Q. Am I eligible for PFM to care for an adult son or daughter who has a mental or physical disability and is incapable of self-care because of that disability?

A. Yes.

Q. What documentation will I be required to provide?

A. A copy of a birth certificate or other legal document showing your relationship to the child and, if applicable, certification of disability.

Q. If I have exhausted my FMLA leave, what are my options?

A. Contact Human Resources to discuss options.