Quality of Life (EGLE, DNR, MDARD) Employee Resources for Pregnancy and Lactation

1. Leave of Absence

* Apply for a leave of absence in accordance with [Civil Service Regulation 2.03](https://www.michigan.gov/-/media/Project/Websites/mdcs/REGS/Reg203.pdf?rev=6b634f5a6869483887d4dbeecae3ddf4), through the [Disability Management Office](https://www.michigan.gov/mdcs/disability-gateway/dmo-home/loa) (DMO) online or contact them via 877-443-6362, option 2. Employees may be eligible for various types of leaves including, but not limited to:
  + [Paid Parental Leave](https://www.michigan.gov/mdcs/disability-gateway/dmo-home/loa/expanding-family/paid-parental-leave) (PPLV)
    - May be requested within 60 days of anticipated due date / adoption date.
    - Timesheet coding will not be available in SIGMA until PPLV begins.
      * Supervisors will need to enter timesheets on employee’s behalf.
  + [Parental leave](https://www.michigan.gov/mdcs/disability-gateway/dmo-home/loa/parental-leave)
    - [Parental Leave FAQs](https://www.michigan.gov/mdcs/disability-gateway/disability-management-office/faq/parental-care-faq)
  + [Maternity Leave](https://www.michigan.gov/mdcs/disability-gateway/dmo-home/loa/maternity-leave)
    - [Maternity Leave FAQs](https://www.michigan.gov/mdcs/disability-gateway/disability-management-office/faq/maternity-leave-faq)
* Consult DMO for specific leave eligibility and questions related to your leave.
* If you are denied leave due to not meeting eligibility requirements, you may be entitled to an unpaid leave under the Pregnant Workers Fairness Act (PWFA). Contact your Reasonable Accommodation Coordinator (RAC) for more information.

1. Accommodations and Modified Work Schedules

* If additional accommodations are needed during pregnancy to perform job duties or if you anticipate additional accommodation for lactation purposes, please see below resources:
  + Reasonable Accommodation Coordinators:
    - DNR – Ryann Scherdt
      * [ScherdtR@michigan.gov](mailto:ScherdtR@michigan.gov)
      * 517-328-8581
    - EGLE – Danielle Wenzel
      * [wenzeld2@michigan.gov](mailto:wenzeld2@michigan.gov)
      * 517-897-6556
    - MDARD – Taylor Dailey
      * [daileyt@michigan.gov](mailto:daileyt@michigan.gov)
      * 517-243-0630
  + For general questions contact [QOL HR Phone Directory.pdf (sharepoint.com)](https://stateofmichigan.sharepoint.com/teams/insideqol/human-resources/Documents/ADMIN/QOL%20HR%20Phone%20Directory.pdf#search=QOL%20phone%20directory)
    - 517-284-5013
* [Lactation Locations](https://www2.dnr.state.mi.us/publications/pdfs/mod/employee-resources/QOL-Lactation-Locations.xlsx)
  + Questions and / or concerns contact your Reasonable Accommodation Coordinator.
* Options to explore a modified work schedule:
  + [Plan A](https://stateofmichigan.sharepoint.com/teams/insideqol/human-resources/HR%20Forms/VWSAPFRM92802_7140_7.pdf) - This is a mutually agreed upon arrangement that allows an employee to voluntarily take unpaid time off for a portion of the pay period.
  + Alternative Work Schedule (AWS):
    - [DNR](https://stateofmichigan.sharepoint.com/teams/insidednr/work/policies-procedures/policiesprocedures/Forms/AllItems.aspx?OR=Teams%2DHL&CT=1665584864631&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA5MDQwMDcxMiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D&useFiltersInViewXml=1&FilterField1=Program&FilterValue1=Alternative%20Work%20Schedule&FilterType1=Text&FilterOp1=In&id=%2Fteams%2Finsidednr%2Fwork%2Fpolicies%2Dprocedures%2Fpoliciesprocedures%2F21%2E01%2E03%2Epdf&parent=%2Fteams%2Finsidednr%2Fwork%2Fpolicies%2Dprocedures%2Fpoliciesprocedures)
    - [EGLE](http://stateofmichigan.sharepoint.com/sites/EGLE-SPC-Inside-Documents/SOM%20Forms/Forms/SOM%20Forms%20Library.aspx?id=%2Fsites%2FEGLE-SPC-Inside-Documents%2FSOM%20Forms%2FEQ1215%2Epdf&parent=%2Fsites%2FEGLE-SPC-Inside-Documents%2FSOM%20Forms)
    - [MDARD](https://stateofmichigan.sharepoint.com/:w:/r/sites/MDARD-SPC-Inside/_layouts/15/Doc.aspx?sourcedoc=%7BFB2D8535-D9E5-4237-B40F-10C56F8514F1%7D&file=HR%20-%20Voluntary%20Alternative%20Work%20Schedule%20-%20AP-065.docx&action=default&mobileredirect=true&DefaultItemOpen=1)

1. Dependent Insurance

* Within 31 days of qualifying event proof of parentage is needed for insurance purposes.
* You must contact the MI HR Service Center at 877-766-6447, Option 1.
  + Proof of parentage (e.g. birth certificate, proof of guardianship, etc.) must be submitted to MI HR Service Center by mail, fax, or email:
    - Mail: PO Box 30002, Lansing, MI 48909
    - Fax: 517-241-5892
    - Email: [mcsc-MIHR-DOCS@michigan.gov](mailto:mcsc-MIHR-DOCS@michigan.gov)
      * Subject of email must include employee’s ID and detail of the attached document.

1. Helpful Tips

* Communicate your breastfeeding needs to management or Human Resources.
* Block off time on your calendar for your pumping needs.
* Be prepared to offer solutions to make your lactation needs a success.
* Field based employees:
  + Work with your supervisor to find solutions for a safe and secure location to express breast milk.
  + Provide solutions for lactation locations if you have locations in mind.
    - Considerations for lactation locations while working in the field are:
      * How close are you to your home work station?
      * What will your schedule be for the day and are there lactation locations in the area you will be working from?
  + What NOT to do:
    - drive and pump.
    - settle for “figuring it out.”
    - use your specimen collection cooler for breast milk.
    - Become susceptible to cross contamination- don't pump in restrooms, etc.
* Employee should label or clearly mark their milk, so it is not inadvertently confused with another employee’s milk.
* Breastfeeding employees are responsible for keeping milk expression areas clean.
  + This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

1. Additional Resources

* [FLSA (Fair Labor Standards Act) Protections to Pump at Work](https://www.dol.gov/agencies/whd/pump-at-work)
  + The Fair Labor Standards Act (FLSA) is a federal law that has provisions that require employers to provide reasonable break time for an employee to pump at work. Employees are entitled to a lactation space that is private. This entitlement is for one year after childbirth.
* [Pregnant Workers Fairness Act](https://www.eeoc.gov/statutes/pregnant-workers-fairness-act#:~:text=The%20PWFA%2C%20which%20is%20administered,the%20employer%20an%20undue%20hardship.)
  + The Pregnant Workers Fairness Act (PWFA) is a federal law that requires covered employers to provide “reasonable accommodations” to a qualified worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an “undue hardship.” An undue hardship is defined as causing significant difficulty or expense.
  + Examples of possibles accommodations:
    - Additional break time, or time to sit or drink water
    - Closer parking
    - Flexible hours
    - Appropriately sized uniforms
    - Excused from strenuous activities or exposure to chemical not safe for pregnancy
    - Leave or time off to recover from childbirth
  + For more information on PWFA and other pregnancy related laws follow this link: <https://www.eeoc.gov/wysk/what-you-should-know-about-pregnant-workers-fairness-act>