



Paid Parental Leave Frequently Asked Questions

This FAQ provides information about common questions and answers in relation to Paid Parental Leave and how it coordinates with Short Term Disability benefits.

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1. Who is eligible for Paid Parental Leave?

- a. All US full-time exempt Team Members are eligible for Paid Parental Leave (PPL) to support families after the birth, adoption, surrogacy, or legal placement of a child. This policy covers birthing mothers and all eligible non-birthing parents, including dads and domestic partners.

2. When am I eligible to use Paid Parental Leave?

- a. Team Members are eligible for this benefit at the time of hire --- no waiting period! However, PPL time cannot be used **before** the birth or effective date of the event (unless required by applicable laws); time off needed before the birthing date should be covered by other types of paid leave, e.g., personal, vacation or sick time. PPL hours are available throughout the first year following the qualifying event, not just immediately after birth or placement.

3. How long can I use PPL and how much pay is provided for PPL?

- a. Michaels will provide up to eight (8) weeks of PPL and Team Members will receive 100% of base pay. This amount will be offset by any other benefits the TM is receiving such as short term disability. More information about this is listed in question 4.

4. How is PPL paid?

- a. If a Team Member is approved for short term disability for pregnancy, payments will be paid directly by Matrix, our leave administrator, via check or direct deposit.
 - i. If you're approved for short term disability, please discuss your preferred tax deduction percentages with Matrix. These tax percentages are different than the percentage from your Michaels pay and are universal to Matrix; everyone is taxed at the same percentage unless they request otherwise.
- b. If a Team Member is using only PPL, payments will be paid directly by Michaels on regularly scheduled pay dates and will be subject to normal, authorized, and/or legally required payroll deductions. Team members will



need to request PPL in Workday to receive payment when not on short term disability.

5. Will PPL run concurrently with other leave policies?

- a. Yes, parental leave hours will run concurrently with, and be applied to, **any** qualifying paid or unpaid family and medical leave unless otherwise dictated by applicable federal, state, provincial, or local law.
- b. Short Term Disability for birthing parents covered by Michaels will run concurrently through the first 6-8 weeks of PPL.
 - i. Ex. If a birthing parent is approved for 6-weeks of Short Term Disability Benefits due to the birth of a child, they can use a maximum additional 2 weeks of PPL between the end of STD benefits and the 12 months following the child's birth.
 - ii. Ex. If a birthing parent is approved for 8-weeks of Short Term Disability due to the cesarean delivery of a child, they would not qualify for any additional PPL benefits.

6. Can I use another form of leave of absence while on PPL?

- a. Yes, if applicable and approved, PPL for **birth mothers** covered by Michaels Short-Term Disability (STD) is paid concurrently³ up to 6 weeks following a normal delivery and up to 8 weeks following a C-section. If STD is less than 8 weeks, the Team Member will receive supplemental PPL for the remaining portion of 8 weeks not paid by STD. If STD is approved for 8 weeks, the Team Member is not eligible to receive any PPL.
- b. Ex. If a Team Member (eligible birthing mother) receives 6 weeks of STD, there is a maximum of 2 additional weeks of PPL remaining for usage. There is not an additional 8 weeks of PPL.

7. Can I use another form of leave of absence after I exhaust my PPL time?

- a. Yes, after the PPL (and any short-term disability leave for Team Members giving birth) is exhausted, the balance of family and medical leave (if applicable) can be compensated through a Team Member's accrued sick, vacation, and personal time, if available. Upon exhaustion of available PTO, any remaining leave will be unpaid leave. Team Members must use all applicable paid leave benefits before going on unpaid leave, unless applicable laws dictate otherwise.



8. I am an hourly employee; can I use PTO for bonding?

- a. Yes, Hourly employees have paid and unpaid [options](#) to take a leave of absence in lieu of PPL:
 - PTO/Personal Leave/[Sick Leave](#)
 - STD (if applicable)
 - Eligible to use STD and then use PTO to get to 100% of pay (hourly STD is covered at 60%)
 - ³STD is not available through Matrix in California, Connecticut, District of Columbia, New York, Rhode Island, Massachusetts, Washington or New Jersey.
 - [Family and Medical Leave Act](#) (if applicable) (unpaid)
 - [California Paid Family Leave](#)
 - Pregnancy Discrimination Leave (PDL) (unpaid)

Find more options for leave for California Team Members [here](#). (Pg. 39)

9. When should I request PPL?

- a. Team Members should notify their Manager about impending leave at least 30 days in advance, if possible. Team Members must contact Reliance Matrix, Inc. at 1-888-288-1354 or online at www.matrixabsence.com to request PPL at least fourteen (14) days prior to the expected first day of leave.
- b. **Please review your state's requirements for the deadline to submit a request for paid parental leave.**

10. How do I apply for PPL?

- a. Apply for leave directly with [Matrix](#) to receive approval for Bonding. More information on how to file can be found [here](#). After Matrix has approved your claim, your hours will be loaded into Workday. You must request PPL time off via Workday.
- b. When a TM goes on short term disability that runs concurrent for pregnancy, there will be 2 claims opened in Matrix. The LOA claim will be coded with the reason as "pregnancy" and the STD will be coded with the reason as "sickness".

11. After I am approved by Matrix, how do I request PPL time off in Workday?

- a. After the PPL is approved, the available hours will be loaded into Workday.
- b. Team Members can follow the following path in Workday:



Menu > Absence > Request Absence > Select Date Range > Type: 'Parental Leave'

Job Aid: [How to access Workday while on LOA](#)

- c. If your time off has not been loaded into Workday after your approval, please contact Team Member Services.

12. Can I request to use PPL intermittently?

- a. If the Team Member is not on a concurrent leave of absence (including state parental leave), then yes. Team Members may use PPL intermittently, in increments of 1 hour or more, commencing when the child is born or upon date of placement.

13. What are the documentation requirements to verify birth, adoption, or foster care placement?

- a. The same documentation requirements apply for FMLA and other requests for Leave of Absence. Team Members must provide Matrix with birth certificates, court documents, etc. in accordance with all applicable laws.

14. Will my PTO accrue while I am out on PPL?

- a. Team Members will NOT accrue time off hours while they are on a Leave of Absence.

15. If I term and am rehired, does my PPL bank start over?

- a. No, no additional PPL time is awarded. If a Team Member is rehired by Michaels within the first 12 months of the qualifying event and has remaining PPL time, the Team Member is eligible to use the *remainder* of the 8-week balance.

16. Will I receive holiday pay if I am out on PPL and a holiday falls within that time frame?

- a. Yes, only if the Team Member is active in Workday and using their PPL hours. The day would be blocked as a holiday and the 8 hours for the day would remain in the Team Member's PPL bank. If the Team Member is inactive in Workday and has any active leave of absence, holidays will not be paid out.

17. Is PPL paid out if I don't use all of it?



- a. No, Team Members may not be paid for unused or expired PPL. Team members have **1 year** to use PPL from the date of birth or placement of a child. Once the eligibility period for use has passed following the birth or placement of a child, all unused PPL is forfeited and not available for future use.

18. Can I use PPL more than once?

- a. Yes, PPL may be used more than once, but not within the same 12-month period, unless required by applicable law. The 12-month period begins on the first day of the Team Member's PPL. Where applicable, PPL follows the same 12-month, rolling backward period as FMLA. PPL starts on the date of birth or placement date.

19. My spouse and I both work for Michaels; can we both take PPL?

- a. Yes, this policy covers birthing mothers and all eligible non-birthing parents, including dads and domestic partners. Each salaried Michaels Team Member is eligible for up to eight weeks.

20. If I have multiples (twins, triplets, etc.) am I eligible for PPL for each child?

- a. No, the qualifying event (birth or placement) initiates the PPL eligibility, not the number of children.

21. If you are an employee in the state of New York (exempt or hourly), please review the following:

a. Where to apply:

- i. You must apply to NYSIF directly within 30 days following the leave's start. Do not pre-file. Submit claims with all supporting documents necessary to avoid delays. Choose only one of the following ways to avoid creating duplicates:
 1. **Fax:** 516 437 5201
 2. **Mail** (keep a copy):
NYSIF DB Claims
PO BOZ 66699
Albany, NY 12206
 3. **Email:** DBClaims@nysif.com
- ii. You will also still need to apply with Matrix.



b. How will my NYSIF payments work with STD and, or PPL?

- i. NYSIF payments would apply first, and then STD payments (if eligible), and then finally the PPL (if eligible). Combined leave payments must not increase over 100% of base salary.

22. I have more questions about PPL, who should I reach out to?

- a. For assistance, contact Team Member Services at 855-432-MIKE (6453) and select option 2, available Monday through Friday from 8 a.m. to 5 p.m. CT. More information is also available [here](#).