



Bay Mills Human Resources

12124 W. Lakeshore Dr.

Brimley, MI 49715

Phone: 906-248-8500 | Fax: (906)-248-3876

Paid Parental Leave Request Instructions

Bay Mills Indian Community will provide up to 12 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child.

This policy will be in effect for births, adoptions (children under five (5) years old) or placements of foster children (under five (5) years old) occurring on or after August 1, 2024, and must be requested at least 45 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible)

- Employees must take the following steps to request Paid Parental Leave:
 1. Employees must fully complete the Paid Parental Leave Request Form and submit it to their supervisor at least 45 days prior to the proposed date of leave, or as soon as possible if the leave was not foreseeable.
 2. Employees must submit documentation with the paid parental leave request form to substantiate the request.
 3. Employees that have Short-Term Disability through Bay Mills Indian Community must complete a short-term disability application with the Human Resources department.

- Pursuant to BMIC Policies & Procedures §707.2, the following information outlines the eligibility requirements for Paid Parental Leave:
 1. Eligible employees must meet the following criteria:
 - Have been employed with the Tribe for at least 12 months.
 - Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
 - Be a full- or part-time, regular or variable employee (temporary or seasonal employees and interns are not eligible for this benefit).
 2. In addition, employees must meet one of the following criteria:
 - Have given birth to a child or maintain a parental role with the newborn child.
 - Be a spouse or committed partner (defined as a person in a long-term committed relationship and provide affidavit of such) of an individual who has given birth to a child.
 - Have adopted a child, and the child is younger than 5 years old. The adoption of a new spouse's child is excluded from this policy.
 - Have court ordered guardianship placement of a minor child younger than 5 years old in your home.



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Paid Parental Leave Request Employee Checklist

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The following information is **required** when requesting Paid Parental Leave:

Initials

Forms

Paid Parental Leave Request Form

Medical Documentation (if applicable)

Foster Care Placement Documentation (if applicable)

Adoption Documentation (if applicable)

Short-Term Disability Claim Application (if applicable)

The following information is **optional** to submit to add dependents to your healthcare coverage (must be completed within 30 days of birth, adoption or foster care placement):

Initials

Forms

Benefit Enrollment Form

Copy of Birth Certificate (if applicable)

Copy of Social Security Card (if applicable)

Copy of Adoption Paperwork (if applicable)

Verification of Foster Care Placement (if applicable)



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Paid Parental Leave Request Form

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Employee Information:

Name: _____ Date of Birth: _____

Address: _____

Phone Number: _____ Email: _____

Date of Request: _____

Anticipated Dates of Leave: _____

To be completed by Human Resources:

Hire Date: _____

Parental Leave Event: Birth Adoption (under 5) Foster Care Placement (under 5)

Has the employee meet the hour requirement? Yes No

Category of Employment: Full-Time Part-Time Variable Hour

Temporary or seasonal employees and interns are not eligible for this benefits

Has the employee met the eligibility criteria? Yes No

For Internal Use Only

Date Received: _____ Date HR Checklist Completed: _____

Date Request was approved or denied: _____ Date employee was notified: _____

HR Representative Initials: _____ Date: _____