

## PAID SICK LEAVE

Effective February 21, 2025, all employees, including full-time, part-time, temporary and seasonal, will accrue paid sick leave time at one (1) hour for every thirty (30) hours worked. Current employees may begin using their accrued leave time as it accrues. Employees hired after February 21, 2025, will begin accruing paid sick time immediately but may not begin using their accrued time until the ninetieth (90<sup>th</sup>) calendar day after commencing their employment with the County.

Employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act, 29 USC 213(a)(1), are assumed to work forty (40) hours per week unless the employee's normal work week is less than forty (40) hours, in which case earned sick leave time accrues based upon that normal work week. Earned paid sick leave time may be used in increments of six (6) minutes or .1 of an hour.

Employees may use paid sick leave for any of the following reasons:

- (1) when time off of work is needed for personal or a family member's illness, injury or health condition;
- (2) for various reasons in the event the employee or employee's family member is a victim of domestic violence or sexual abuse (*i.e.*, counseling, attendance at criminal proceedings, to relocate);
- (3) for meetings at a child's school or place of care related to the child's health, disability or effects of domestic violence or sexual assault on the child; or
- (4) in cases of public health emergency where a public health official has:
  - closed Employer's office;
  - closed the school of the employee's child who needs home care; or
  - determined that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A family member includes:

- a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner or a child to whom the employee stands in loco parentis;
- a biological parent, foster parent, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child;

- a person to whom the employee is legally married under the laws of any state or domestic partner;
- a grandparent;
- a grandchild;
- a biological, foster or adopted sibling; and
- any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

The use of paid sick leave must be approved by the employee's supervisor. An employee requesting paid sick leave should complete and submit a paid sick leave use request in Employee Self Service (ESS) at least seven (7) days' prior to the first day of sick leave. If the need for sick leave is not foreseeable, an employee must give notice of the need for such sick leave as soon as practicable and complete and submit a paid sick leave use request in ESS within seven (7) hours of returning to work. If the employee's absence due to illness or injury exceeds the amount of accrued paid sick leave, the employee must seek and obtain approval for other leave such as Family Medical Leave or vacation time.

Earned but unused paid sick leave will be carried over from one year to the next. For purposes of this Policy, a "year" runs from January 1 to December 31.

For earned paid sick leave time of more than three (3) consecutive days, the Employer may require reasonable documentation demonstrating that the earned paid sick leave time has been used for an above-stated purpose. Upon request, an employee shall provide the documentation to the Employer in a timely manner. Documentation signed by a health care professional indicating that earned sick time is necessary is reasonable documentation for purposes of this subsection. Documentation providing details of the nature of the illness is not required.

In cases of domestic violence or sexual assault, one of the following types of documentation selected by the employee shall be considered reasonable documentation: (a) a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault; (b) a signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; or (c) a court document indicating that the employee or employee's family member is involved in legal action related to domestic violence or sexual assault. The Employer shall not require documentation explaining the details of the violence.

In cases where documentation is requested, the Employer shall pay any out-of-pocket costs incurred by the employee in obtaining the documentation. All documentation received by the Employer pursuant to this Policy shall be kept confidential and shall not be disclosed except to the employee or with the employee's permission.

Paid sick leave is paid at the employee's regular rate of pay. Payments of paid sick leave shall not exceed the employee's normal straight time hourly, daily, or weekly earnings. If any employee is paid for sick leave which is subsequently denied, the overpayment may, as permitted by law, be deducted from the employee's next paycheck and/or future paychecks.

If an employee separates from their employment with Employer and is rehired by the Employer within six (6) months of separation, the employee's accrued but unused earned paid sick leave time shall be reinstated in full and the employee shall begin accruing paid sick leave time as set forth in this Policy. Therefore, any available payouts of unused sick leave for retiring employees or those who have been employed with the County for at least ten (10) years at the time of separation from the County, shall be subject to a six (6) month waiting period with payouts occurring after the six (6) months of separation on employment.

Retaliatory actions against an employee for requesting or using paid sick leave time is prohibited. If an employee believes that the Employer has violated this Policy, that employee may bring a civil action or file a complaint with the Michigan Department of Licensing and Regulatory Affairs.