

## **Michigan Earned Sick Time Act Policy (part-time)**

Eligible employees may use up to seventy-two (72) hours of their paid time off earned through the County's policies and under the Michigan Earned Sick Time Act (ESTA). Such time off will be designated as ESTA leave. The grant, accrual, carryover, and other administration of such paid and unpaid time off will be in accordance with such applicable policies, as set forth below. This policy covers part-time employees (those working less than 30 hours per week) and temporary employees.

### **ESTA Accrual**

Eligible employees will accrue one (1) hour of earned sick time for every thirty (30) hours worked. Unused, earned sick time will carry over from year to year, but employees may not use more than seventy-two (72) hours of their earned paid sick time in one (1) year. Unused, earned sick time will not be paid out at the end of the year, or upon termination.

A "year" will begin on January 1 and end on December 31.

### **ESTA Pay Rate**

The pay rate for earned sick time will be the normal hourly wage for the employee.

### **Replacement**

Eligible employees who use earned sick time are not required to search for or secure a replacement worker as a condition for using earned sick time.

### **ESTA Usage**

ESTA leave may be used for the following reasons:

1. Health needs of an eligible employee or the employee's family member:
  - a. Mental or physical illness, injury, or health condition
  - b. Medical diagnosis, care or treatment of mental or physical illness, injury, or health condition
  - c. Preventative medical care
  
2. Domestic violence or sexual assault of employee or family member:
  - a. Medical care for a physical injury or disability
  - b. Psychological care or other counseling for a mental injury or disability
  - c. Obtain services from victim services organization
  - d. Relocate due to domestic violence or sexual assault
  - e. Obtain legal services
  - f. Participate in civil or criminal proceedings

3. Meetings at a school or place of care relating to:
  - a. Child's health or disability
  - b. Effects of domestic violence on the child
  - c. Effects of sexual assault on the child
  
4. Needs related to public health emergencies ordered by a public official:
  - a. Closure of employee's place of business
  - b. Closure of school of employee's child
  - c. Health authorities have determined that employee or employee's family members would jeopardize the community's health due to exposure to a communicable disease
  
5. Definition:
  - a. A "family member" for purposes of ESTA usage includes:
    - i. A biological, adopted or foster child, stepchild or legal ward, or child of a domestic partner, or child to whom the employee stands in loco parentis (the relationship of a parent)
    - ii. A biological parent, foster parent, stepparent, or adoptive parent or a 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
    - iii. A person to whom the employee is legally married under the laws of any state or a domestic partner
    - iv. A grandparent
    - v. A grandchild
    - vi. A biological, foster, or adopted sibling, any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

### **Administration of Leave**

If employees know in advance that they will be using earned sick time, the employee must notify their Department Head of their request to do so within seven (7) days. If the employee does not know in advance that they will need to use earned sick time, the employee should notify their Department Head of their request to do so as soon as practicable.

Employees who use more than three (3) consecutive days of earned sick time may be required to provide reasonable documentation to support their request to apply for an ESTA absence. This documentation must be provided within a timely manner, though the County will not delay earned sick time while waiting for documentation.

Employees who have questions about this policy, or who wish to request earned sick time under this policy should contact the Human Resources Manager.

**Rights and Anti-Retaliation**

The County shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under ESTA. The County will not take retaliatory personnel action or discriminate against any employee because the employee has exercised a right under ESTA. Rights protected by ESTA include, but are not limited to, the right to use earned sick time pursuant to ESTA, the right to file a complaint or inform any person about any employer's alleged violation of ESTA, the right to cooperate with the Department of Licensing and Regulatory Affairs in its investigations of alleged violations of ESTA, and the right to inform any person of his/her rights under ESTA.

Employees have the right to bring a civil action or file a complaint with the Department of Licensing and Regulatory Affairs for any violation of ESTA.

**Policy Subject to Change**

The above policy is being implemented for purposes of compliance with the Michigan Earned Sick Time Act (“ESTA”) scheduled to become effective February 21, 2025, and is conditional upon the law being implemented in the form it existed as of February 1, 2025. At the Company’s election, this policy is subject modification or retraction retroactive to February 1, 2025, based on changes to ESTA that may occur.

**Acknowledgment**

By signing below, I acknowledge receipt of the County’s Earned Sick Time Act Policy and agree to comply with the provisions within.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and date one copy of this notice and return it to the Human Resources Manager. Retain a second copy for your reference.