Human Resources Policies and Procedures

Policy Title:	**Michigan Earned Sick Time Act**	Policy Number: 4.17
Effective:	February 21, 2025	
Approval:	Monica Boote	Page 1 of 4

1.0 Scope

☒ Full-time
☒ Part-time
☒ Temporary/Contract
☒ Non-Union
☒ Union
☒ Independent Contractors
☒ Visitors, Vendors, Volunteers
☒ Board and Commission Members

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

Michigan's Earned Sick Leave Act, among other things, provides paid medical leave to eligible employees due to absences for personal or family health needs, and/or related to domestic violence and sexual assault.

3.0 Policy

3.1 It is the policy of the City of Ann Arbor to provide paid sick time to eligible employees in accordance with Michigan's Earned Sick Time Act. Earned sick time may be used for any of the following reasons:

A. Due to seeking diagnosis or treatment of physical or mental illness, injury, or health condition to the employee or their immediate family member

B. Due to preventative medical care for physical or mental conditions of the employee or their immediate family member.

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C. Due to the employee's or their family member's treatment, services, relocation, or participating in criminal proceedings, relating to being a victim of domestic violence or sexual assault

D. Due to meeting at a child's school or place of care due to the child's health or disability, or the effects of domestic violence or sexual assault

E. For closure of the employee's place of business by order of a public official due to a public health emergency or for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency

3.2 Temporary employees in the Temporary Part-Time, Temporary Full-Time, and Seasonal categories may be eligible to accrue paid sick leave in accordance with the Act.

4.0 Responsibility

4.1 Management and Human Resources will be responsible for the consistent administration of this program and ensuring compliance with the Michigan Earned Sick Time Act policy.

4.2 It is the responsibility of each employee to follow this policy. Employees are responsible for recording sick leave time used on their timesheet.

5.0 Definitions

5.1 Immediate family shall be deemed to include:
(1) 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. (2) 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. (3) A person to whom the employee is legally married under the laws of any state or a domestic partner. (4) A grandparent. (5) A grandchild. (6) A biological, foster, or adopted sibling. (7) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

5.2 Health care professional means any of the following:

(i) Any person licensed under federal law or the law of this state to provide health care services, including, but not limited to, nurses, doctors, and emergency room personnel.

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(ii) A certified midwife.

5.3 Benefit Year

The Benefit Year is the calendar year

5.4 Retaliatory Personnel Action is:

(i) Denial of any right guaranteed under this act.

(ii) A threat, discharge, suspension, demotion, reduction of hours, or other adverse personnel action against an employee or former employee for exercise of a right guaranteed under this act.

(iii) Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.

(iv) Interference with, or punishment for, an individual's participation in any manner in an investigation proceeding, or hearing under this act.

6.0 Procedures

6.1 Eligible employees are able to utilize their accrued sick leave upon commencement of their employment with the City.

6.2 Sick leave is earned and credited per pay period.

6.3 Eligible employees shall earn 1 hour of sick time for every 30 hours worked, awarded every 2-week pay period. Unused sick time will rollover from one benefit year to the next.

6.4 Sick Leave can be taken in (15) minute increments.

6.5 Eligible employees terminating employment with the City, voluntary or involuntary, will not be paid the remainder of their unused sick leave. Seasonal, temporary, and temporary union employees who are rehired for subsequent seasons/contracts will retain all previously accrued unused sick time, provided they are rehired within four months.

6.6 Eligible employees are required to follow the departmental standard operating procedures when requesting and utilizing sick leave.

6.7 An eligible employee's paycheck stub shall contain the up-to-date status of sick leave accrual amount.

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6.8 Sick leave cannot be transferred from one employee to another.

6.9 Sick leave will be paid at the employee's current base hourly rate, exclusive of overtime, premium pay or bonus.

6.10 Incapacity of greater than three consecutive calendar days duration shall be subject to the provisions of the Family and Medical Leave Act and the City's Family and Medical Leave Policy (4.5). Documentation may be requested in accordance with the Act.

6.11 Employees do not earn sick leave while on an unpaid leave of absence.

6.12 An employer or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act.

7.0 Retaliatory Personnel Action Prohibited

Retaliatory personnel action taken by the employer against an employee for requesting or using earned sick time for which the employee is eligible is prohibited. If you feel you have been retaliated against, please submit a written complaint to your assigned Human Resources Service Partner.

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