

Policy #8.26

POLICY TITLE:	EARNED SICK LEAVE	POLICY # 8.26	REVIEW DATES	
Topic Area:	HUMAN RESOURCES	ISSUED BY: Human Resources APPROVED BY: Chief Executive Officer		
Applies to:	LRE EMPLOYEES			
Developed and Maintained by:	HUMAN RESOURCES			
Supersedes:	N/A			
		Effective Date: 2/21/2025	Revised Date:	

I. PURPOSE

To ensure LRE complies with the requirements of the Michigan Earned Sick Time Act (ESTA).

II. POLICY

LRE will comply with state law to provide paid sick leave to eligible employees in accordance with the Michigan Earned Sick Time Act (ESTA).

A. All full-time, part-time, and temporary employees of LRE are eligible to accrue paid sick leave on a fiscal year basis, which starts October 1 and ends September 30.

- **Accrual:**

- Eligible employees accrue paid sick leave at a rate of one (1) hour for every thirty (30) hours worked. Employees begin accruing on February 21, 2025, or on their first day of work, whichever is later.
- Employees classified as exempt are presumed to work 40 hours per week, unless normally scheduled to work fewer than 40 hours, in which case paid sick leave accrues based on the normal schedule.
- Paid sick leave is accrued on hours worked. It does not accrue on paid holidays, paid time off, leave of absence, jury duty, bereavement time or any other paid or unpaid time off.

- **Usage:**

- New hires must complete 90 days of employment before using any accrued paid sick leave.
- Eligible employees may use accrued paid sick leave as it accrues, in increments of fifteen (15) minutes but not to exceed the number of hours in their regularly scheduled workday.
- Employees will not be permitted to use time before it has been accrued.
- Employees may not request more than 72 hours per benefit year.

- Employees will not be required to search for or secure a replacement worker as a condition of using sick leave.
- **Reasons for Leave:** Sick leave may be used for the following reasons:
 - For employee's own or a family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or preventative medical care.
 - If employee or a family member is the victim of domestic violence or sexual assault:
 - To obtain medical care or psychological or other counseling for physical or psychological injury or disability;
 - To obtain services from a victim services organization;
 - To relocate due to domestic violence or sexual assault;
 - To obtain legal services; or
 - To participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
 - For meetings at employee's child's school or place of care related to:
 - The child's health or disability; or
 - The effects of domestic violence or sexual assault on the child.
 - Absences necessary due to:
 - Closure of employee's place of business by order of a public official due to a public health emergency;
 - 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; or
 - Employee, or a family member's, exposure to a communicable disease, if it has been determined by the health authorities that employee or a family member's presence in the community would jeopardize the health of others because of the exposure to a communicable disease.
- **Documentation:**
 - If the sick leave is for more than three consecutive business days, LRE may require reasonable documentation establishing that the leave is/was being used for a qualifying reason. Upon request, the employee must provide this documentation within 15 calendar days of the request.
 - If mandating this documentation, LRE will reimburse the employee for any out-of-pocket expenses incurred when proof of the expense is presented to management.
 - If LRE obtains health information or information pertaining to domestic violence or sexual assault about an employee or an employee's family member, LRE will treat that information as confidential and will not

disclose that information except to employee or with employee's permission.

- **Requesting Sick Leave and Notification:**
 - Sick Leave can be used in fifteen (15) minute increments.
 - If the need for paid sick leave is foreseeable, employee must provide seven (7) days' advance notice and make reasonable efforts to schedule the leave, so it does not unduly disrupt operations.
 - If the absence is unforeseeable, the employee must notify their supervisor as soon as practical.
- **Value of Sick Leave:**
 - Employees will be compensated for paid sick leave at their normal hourly wage. It does not include any overtime or special forms of compensation such as incentives, bonuses, or shift differentials.
 - Upon separation of employment, there will be **no** payout of unused, accrued sick leave.
- **Carryover:**
 - Up to 72 hours of unused EST may be carried over from benefit year to benefit year.
 - Employees will still be permitted to request no more than 72 hours per benefit year.
- **Rehires:**
 - Previous employees that are rehired within two (2) months of separating from LRE will have their previously accrued sick leave balance reinstated upon the rehire date.
 - Anyone rehired with more than two months between separation and rehire date will begin accruing from zero, the same as all new hires.

III. APPLICABILITY AND RESPONSIBILITY

This policy applies to all employees, including full-time, part-time, and temporary workers, of LRE.

IV. MONITORING AND REVIEW

This policy will be reviewed annually or as needed to ensure alignment with legal requirements. Human Resources is responsible for overseeing the implementation and enforcement of this policy

V. DEFINITIONS

Benefit Year: Fiscal year, which starts on October 1 and ends on September 30

Family member:

- A biological, adopted, or foster child; stepchild or legal ward; child of your domestic partner; or a child to whom you stand in loco parentis.
- 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 an individual who stood in loco parentis when the employee was a minor child.
- An individual to whom you are legally married under the laws of any state or employee's domestic partner.
- A grandparent.
- A grandchild.
- A biological, foster, or adopted sibling.
- Any other individual related to employee by blood.
- An individual whose close association with the employee is the equivalent of a family relationship.

Domestic partner: An adult in a committed relationship with another adult, including both same-sex and different-sex relationships. As used in this subdivision, "committed relationship" means a relationship in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited to, a civil union.

Domestic violence: Term as defined in section 1 of 1978 PA 389, MCL 400.1501.

VI. REFERENCES AND SUPPORTING DOCUMENTS

Michigan Earned Sick Time Act
Section 1 of 1978 PA 389, MCL 400.1501

VII. RELATED POLICIES AND PROCEDURES

8.10 Paid Leave Time

VIII. CHANGE LOG

Date of Change	Description of Change	Responsible Party
6/2025	NEW Policy	Human Resources