

## 1.8 Paid Sick Leave

1. All full-time employees shall start each calendar year with a total of nine (9) paid sick days (i.e., 72 hours of paid sick time). If a full-time employee exceeds 2,160 working hours in the course of a year, that employee will earn additional paid sick leave hours at a rate of 1 hour of paid sick leave for every 30 additional working hours. Part-time employees will receive 1 hour of paid sick leave for every 30 working hours. Employees' paid sick leave hours will be placed in a "sick leave bank" for each employee. For purposes of this Section, a year will be a calendar year between January 1 and December 31. There is no limit to the amount of paid sick leave time that any employee may earn in the course of a year.

2. All accrued but unused hours in an employee's sick leave bank may roll over from one year to the next in accordance with this Policy. There is no limit on the amount of sick leave hours an employee may accrue in his/her sick leave bank.

3. Sick leave time under this policy may be used for any and all reasons permitted under the Michigan Earned Sick Time Act (ESTA), including but not limited to, the employee's personal injury or illness or the injury or illness of an employee's family member.

4. The Township may require an employee to produce reasonable documentation to support his/her need for sick leave time if the employee is away from work for more than three (3) consecutive days. What constitutes "reasonable documentation" may differ depending upon the reason for the employee's need to use sick leave time. For any foreseeable need for sick leave, the employee must notify their immediate supervisor as soon as possible but in no event later than seven (7) days prior to the day the employee knows of the need for leave. For any unforeseeable need to use sick leave, the employee shall notify his/her supervisor as soon as practicable once the need for sick leave time becomes apparent.

5. In case of incapacitating injury or illness for which the employee is or may be eligible for disability benefits under the Worker's Compensation Law of the State of Michigan, such

employee shall be allowed such wage payments which, with his/her compensation benefit and weekly disability benefits, equal his/her regular wage. His/her sick leave days shall be utilized proportionately to the Township's contribution. Upon exhaustion of his/her sick leave bank or upon reaching the maximum sick leave time that may be used in the course of the year, whichever is less, the employee shall draw only those benefits as are allowable under the Worker's Compensation Law.

6. Employees may elect to cash out accrued sick time under specific conditions. To be eligible, an employee must maintain a minimum balance of forty (40) hours of sick time after the cash-out. The employee must also be in good standing and have completed their probationary period. Requests to cash-out accrued sick time must be submitted in writing to the accountant between January 1 & January 6. Eligible cash-out requests will be processed and paid out on the employee's next regular paycheck after a request is submitted.

Sick time will be paid out at a rate of 50% of the employee's current hourly rate. The number of hours eligible for cash-out is at the employee's discretion, provided the minimum balance of forty (40) hours remains in their bank after the requested cash-out is applied.

Cashed-out sick hours do not count toward retirement service credit or other benefit calculations. Once cashed out, hours are permanently deducted from the employee's sick leave bank.