

Purpose

The State of Michigan requires that all employers provide sick time for eligible employees. This includes self-directing employers. As an Employer Fiscal Agent, Personal Accounting Services is required to implement the Earned Sick Time Act and apply it to all employers.

1. Eligibility

All full-time, part-time, and temporary employees are entitled to sick leave in accordance with all applicable federal, state, and local regulations. Sick leave accrual will commence on October 1, 2025. Employees may begin using accrued sick time 120 days after their start date or October 1st, whichever is later.

2. Sick Leave Accrual

- All employees regardless of part or full-time status will accrue 1 hour of sick leave for every 30 hours worked. A maximum of 40 hours of sick time will be accrued.
- A maximum of 40 hours of accrued sick leave may be utilized within a calendar year.
- Unused sick leave may be carried over to the following benefit year, up to a maximum of 40 hours. Any sick leave remaining beyond this 40-hour limit at the end of the benefit year will be forfeited.
- Any unused sick leave will be forfeited upon separation from employment.
- Paid time off hours for holidays, vacation, personal leave, PTO, sick leave, and similar absences are not considered "hours worked" for the purposes of this policy.

3. Use of Sick Leave

Examples include but are not limited to:

- Employees may use accrued sick leave for the following purposes:
- Personal illness, injury, or health condition.
- Medical appointments or treatments (e.g., doctor visits, physical therapy).
- Care for an immediate family member with a serious health condition.
- Public health emergencies, including mandated quarantines.

4. Notification Procedure

These are suggested guidelines. Employers may enforce different expectations.

- Employees should notify their Employer as soon as possible, ideally within one hour of the start of their shift, if they are unable to attend work due to illness.
- If the employee knows in advance that they will be absent (e.g., for scheduled medical appointments), they should inform their employer as soon as they know they will be absent. Notice of at least 5 days prior to the appointment is recommended.
- Employees should consult their employers for employer expectations.

5. Documentation Requirements

- In the event of unforeseen absences, the employer may request appropriate documentation at their discretion.
- The Employer reserves the right to request a fitness-for-duty certification for return to work.

6. Abuse of Sick Leave

- Misuse of sick leave, such as employing it for purposes not authorized by this policy, may be reported to your employer's care management agency and could lead to disciplinary measures, including possible termination.
- The Employer will directly address any patterns of frequent absenteeism or misuse of sick leave.

7. Paid Sick Leave

- Sick leave is paid at the employee's regular hourly rate or salary.
- Any local or state-mandated paid sick leave will be provided in accordance with applicable laws.

8. Return to Work

Employees may be asked by their employer to submit a return-to-work notice prior to resuming work following an extended illness or injury, at the employer's discretion.

9. Compliance with State and Federal Laws

This policy is intended to ensure compliance with all applicable federal, state, and local sick leave laws, including but not limited to state-mandated paid sick leave regulations and local ordinances. In the event of any inconsistency between this policy and applicable laws, the law shall take precedence.

10. Review and Amendments

Personal Accounting Services and the Employer reserves the right to amend or revise this policy as needed to comply with changes in laws or business needs.