**City of Northville**

**Earned Sick Time Act Policy**

This policy applies to part time, seasonal, temporary, and on-call firefighters employed with the City of Northville. This policy does not apply to those employees following a collective bargaining agreement or full-time non-union personnel. This policy is effective February 21, 2025, per the Act.

**Earned Sick Time Accrual**

* Employees shall accrue 1 hour of earned sick time for every 30 hours worked.
* Earned sick time shall carry over from year to year.
* Earned sick time will be credited to the employees leave bank the first pay period of each calendar month for the hours paid for in the pay dates of the preceding month.
* The benefit year starts with first pay date in January each year.
* If an employee leaves employment and returns less than six months later, the sick hours previously earned will be reinstated.

 **Earned Sick Time Usage/Pay**

* Earned sick time must be used in 15-minute increments except for paid on-call firefighters where it must be used in 1-hour increments.
* Employees shall not be entitled to use more than 72 hours paid earned sick time per year.
* The City shall pay each employee using their normal hourly pay rate.
* Accrued sick time will not be paid out upon the employee's termination, resignation, retirement, or other separation from employment.

**Notification**

* Prescheduled appointments should be made outside of working hours whenever possible.
* Advance notice of seven days prior to the date that sick time will be used is required when feasible.
* When advance notice is not foreseeable, notice should be given as soon as practicable.
* A doctor’s note may be requested if out sick for three consecutive work days.

**Earned Sick Time May Be Used For**

* The employee’s or the employee’s family member’s mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee’s mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee. Family member includes:
	+ Biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis.
	+ Biological parent, foster parent, stepparent, adoptive parent, or 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.
	+ Grandparent or grandchild.
	+ Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
* For meetings at a 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.
* For closure of the employee’s place of business by order of a public official due to a public health emergency; 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; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee’s or employee’s family member’s presence in the community would jeopardize the health of others because of the employee’s or family member’s exposure to a communicable disease.

**Exercise of Rights**

* The City 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.
* The City shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. “Retaliatory personnel action” means any of the following:
* Denial of any right guaranteed under this act.
* A threat, discharge, suspension, demotion, reduction of hours, or other adverse action against an employee or former employee for exercise of a right guaranteed under this act.
* Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.
* Interference with, or punishment for, an individual’s participation in any manner in an investigation, proceeding, or hearing under this act.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_