**VEVAY TOWNSHIP**

**INGHAM COUNTY, MICHIGAN**

**RESOLUTION #25-02**

**RESOLUTION ADOPTING THE EARNED SICK TIME POLICY**

At a regular meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held in the Township Hall, 780 Eden Road, Mason, Michigan 48854 on February 12, 2025, at 6:30 p.m.

PRESENT: Supervisor Lazet, Clerk Kean, Treasurer Lewis, Trustee Lacasse, and Trustee McNeilly

ABSENT:

**WHEREAS,** effective February 21, 2025, the Earned Sick Time Act (ESTA), P.A. 338 of 2018 (as amended), requires the Township to allow its employees; full-time, part-time, seasonal and/or temporary, to accrue and use paid sick time; and

**WHEREAS,** the ESTA specifies that employers with nine (9) or less employees in a twenty workweek period shall grant employees a minimum of one hour of paid earned sick time for every 30 hours worked and that those employees shall be entitled to use not more than 40 hours of paid earned sick time in a year. If an employe accrues more than 40 hours of paid earned sick time in a year, the employee shall be entitled to use an additional 32 hours of unpaid earned sick time in that year; and

**WHEREAS**, the ETSA specifies that employers with 10, or more, employees shall grant employees a minimum of one hour of paid earned sick time for every 30 hours worked and that those employees shall be entitled to use not more than 72 hours of paid earned sick time per year; and

**WHEREAS,** elected officials and those appointed to policymaking boards and commissions, such as, but not limited to: Planning Commission, Zoning Board of Appeals, Board of Review, Recreation Commission, are NOT considered eligible employees under the ETSA and will NOT accrue paid sick time; and

**WHEREAS,** the Vevay Township Board of Trustees has determined it has nine (9) or less employees in a 20 workweek period, is committed to complying with the ESTA and ensuring that eligible employees have access to earn and use paid sick time; and

**NOW THEREFORE BE IT RESOLVED**, the Vevay Township “Earned Sick Time” Policy is hereby adopted; and

**BE IT FURTHER RESOLVED,** that under the Earned Sick Time Policy eligible employees will accrue a minimum of one hour of earned sick time for every 30 hours worked; and

**BE IT FURTHER RESOLVED**, eligible employees are entitled to use up to 40 hours of paid earned sick time per fiscal year; and

**BE IT FURTHER RESOLVED**, if an eligible employee accrues more than 40 hours of earned sick time in a fiscal year, they are entitled to use an additional 32 hours of earned unpaid sick time. Paid earned sick time must be used before unpaid earned sick time; and

**BE IT FURTHER RESOLVED,** unusedearned sick time will carry over from year to year. Employees are not required to use more than 40 hours of paid earned sick time and 32 hours of earned unpaid sick time in a single year; and

**BE IT FURTHER RESOLVED**, eligible employees separated from employment for six months or less shall maintain all accrued earned sick time prior to the separation, and will commence accruing additional hours upon reemployment, and may use any earned paid sick time hours. Employees separated from employment for more than six months shall forfeit all accrued, unused earned sick time; and

**BE IT FURTHER RESOLVED**, eligible employees will not be paid for earned but unused sick time upon separation or termination of employment; and

**BE IT FURTHER RESOLVED,** employees hired after February 21, 2025, are required to wait 90 calendar days after commencing employment before using accrued earned sick time. After the 90-day probationary period employees may use earned sick time, as it is earned; and

**BE IT FURTHER RESOLVED,** for the purposes of this policy, a “year” is defined as the Township’s Fiscal Year (April 1 – March 31); and

**BE IT FURTHER RESOLVED,** eligible employees may use earned sick time for their own illness, injury, or health condition, or for the care of a family member with an illness, injury, or health condition. Employees must provide reasonable notice of the need to use earned sick time, when possible; and

**BE IT FURTHER RESOLVED,** eligibleemployees may use earned sick time for any of the following reasons:

The eligible employee’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.

The eligible employee’s family member’s mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee’s family member’s mental or physical illness, injury, or health condition; or preventative medical care for a family member of the eligible employee.

If the eligible employee or the eligible employee’s family member is a victim of domestic violence or sexual assault, the 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 closure of the eligible employee’s primary workplace by order of a public official due to a public health emergency; for an eligible 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 if it has been determined by the health authorities having jurisdiction or by a health care provider that the eligible employee’s or eligible employee’s family member’s presence in the community would jeopardize the health of others because of the eligible employee’s or family member’s exposure to a communicable disease, whether or not the eligible employee or family member has actually contracted the communicable disease; and

**BE IT FURTHER RESOLVED,** if the need to use earned sick time is foreseeable, the Township may require advance notice of the intention to use earned sick time, not to exceed seven days prior to date the sick time is to begin.

If the need for earned sick time is not foreseeable, the Township may require the employee to give notice of the intention as soon as practicable; and

**BE IT FURTHER RESOLVED,** when an eligible employee uses earned sick time for more than three consecutive days, the Township may require reasonable documentation from the employee that use of earned sick time has been for a purpose covered by the Act. Upon request the employee must provide the documentation in a timely manner; and

**BE IT FURTHER RESOLVED,** if documentation is requested, the Township will pay for all out-of-pocket expenses the eligible employee incurs in obtaining the documentation; and

**BE IT FURTHER RESOLVED,** family members include:

Biological, adopted, or foster child, stepchild, or legal ward, or a child to whom the employee stands in loco parentis.

Biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.

Spouse or registered domestic partner.

Grandparent, grandchild, or sibling (whether biological, foster, adoptive, or step); and

**BE IT FURTHER RESOLVED,** earned sick time hours will be accounted for in the payroll process and the earned sick time balance shown on employees’ paychecks; and

**BE IT FURTHER RESOLVED**, that Resolution #25-02 is hereby adopted effective \_\_\_\_\_\_\_\_, 2025.

 **Roll Call Vote Ayes:**

 **Nays:**

*RESOLUTION DECLARED ADOPTED.*

John Lazet JoAnne Kean

Vevay Township Supervisor Vevay Township Clerk