**Michigan Earned Sick Time Act Policy**

**Policy Title:** Earned Sick Time Policy

**Effective Date:** February 21, 2025

**Policy Purpose:**  
This policy outlines the guidelines for earned sick time as mandated by the Michigan Earned Sick Time Act. It ensures that eligible employees understand their rights and the process for requesting and using sick time.

**Eligibility:**  
This policy applies to all employees of the City of Ithaca, hereinafter, employer. Employees include full-time, part-time, election workers, seasonal, and temporary staff. Elected officials and appointed board and commission members are not considered employees for purposes of the act. This policy does not apply to employees who are provided paid leave of at least the 72 hours that can be used for the same purposes and under the same conditions provided in the act, and that is accrued at a rate equal to or greater than that listed in the Accrual of Sick Time section of this policy. Paid leave includes but is not limited to vacation, personal, or sick days.

**The City of Ithaca currently employs more than 10 employees.**

**Accrual of Sick Time:**

* Employees earn 1 hour of sick time for every 30 hours worked.
* Sick time accrues from February 21, 2025 or the first day of employment, whichever is later, and can be used as it is earned.
* The maximum amount of paid sick time that can be used in a single year is 72 hours.
* The benefit year will be July 1st thru June 30th.

**Usage of Sick Time:**  
Employees may use earned sick time for the following reasons:

* 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 employee’s mental or physical illness, injury, or health condition; or preventative medical care for the employee.
* If the employee or the employee’s family member is a victim of domestic violence or sexual assault, for 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 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; or
* 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.
* An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

**Requesting Sick Time:**

* Employees must provide notice to their Department Head as soon as possible, preferably at least 1 hour before the start of their scheduled shift.
* If the need for sick time is foreseeable, employees should make a good faith effort to provide notice in advance.

**Unused Sick Time:**

* All unused earned sick time shall carry over from year to year.
* Employees will not be paid for unused sick time upon termination of employment for any reason (whether voluntary or involuntary).

**Recordkeeping:**  
The employer will maintain records of accrued and used sick time for each employee for a period of at least three years or as required by the adopted record retention schedule.

**Non-Retaliation:**  
The employer shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act.

**Contact Information:**  
For questions regarding this policy, please contact the City Manager by phone at 989-875-3200 or email: manager @ithacami.com

**Acknowledgment:**  
I have read and understand the Earned Sick Time Policy.

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Employee Signature Date

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Department Head Signature Date

Payroll Received Date: \_\_\_\_\_\_\_\_\_\_\_\_\_