

Earned Sick Time Act Policy

I. Applicability

All employees including full-time, part-time, seasonal, and temporary workers not already covered are eligible to accrue paid sick time with the following exceptions:

- Public Officers
 - Township Supervisor and the Deputy Supervisor
 - Clerk and the Deputy Clerk
 - Treasurer and the Deputy Treasurer
 - Trustees
 - Fire Chief and Assistant Fire Chief
 - Election Inspector
 - Board of Review Member
 - Assessor
- Custodian (who is allowed to schedule his/her own working hours, and prohibits the township from taking adverse personnel action against the individual if the individual does not schedule a minimum number of working hours)
- Volunteer, such as Fire Fighters (who are not “on-call”);
- Independent contractors;
- Unpaid interns/trainees and employees covered under the Youth Employment Standards Act

II. Purpose

The purpose of this policy is to comply with the Michigan Earned Sick Time Act, Public Act 338 of 2018, MCL 408.961 et seq. which took effect February 21, 2025. For businesses that have less than 10 employees the implementation date is October 1, 2025.

III. Policy

Employees will accrue one (1) hour of paid sick time for every 30 hours worked. Paid time off hours for holidays, vacation, personal, PTO, sick time, etc. do not count as ‘hours worked’ for the purposes of this policy. Sick time will begin accruing on an employee’s first day of employment. Employees can use earned sick time for any of the following reasons:

1. The employee’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.
2. For the employee’s family member’s mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee’s family members’ mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee.
3. 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.

4. 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
5. 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, whether or not the employee or family member has actually contracted the communicable disease.

For the purposes of this policy, "family member" includes all the following:

1. Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
2. Biological parent, foster parent, stepparent, or adoptive parent or a 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.
3. A person to whom the employee is legally married under the laws of any state or a domestic partner.
4. A grand parent.
5. A grandchild.
6. A biological, foster or adopted sibling.
7. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

A maximum of 40 hours of accrued sick time can be used in a year. For the purposes of this policy, a year is defined as a calendar year. Sick time will be granted in 1-hour increments and paid at the employee's normal hourly rate/base wage. A maximum of 40 hours of unused sick time can be carried over from one benefit year to the next.

All unused, accrued sick time will be forfeited at the time of separation (unless the employee is reinstated within 2 months).

Employees are asked to provide notice no more than 7 days in advance if they are aware of the need to use sick time or as soon as reasonably practicable.

Employees will not be penalized or retaliated against in any way for requesting or using accrued paid sick time for the purposes designated above.

IV. References

- Township Positions & ESTA / MTA / May 23, 2025

Policy
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Gourley Township
N13830 County Road 551
Wilson, MI 49896

Policy Date:
October 1, 2025

The Gourley Township Board reserves the right to amend this policy at any time.

AUTHORIZED BY: _____



Ivy Netzel, Clerk

Date: _____

