

Cohoctah Township Sick Leave Policy

Cohoctah Township (“Township”) provides eligible employees earned sick time (“Sick Time”) as required by the Michigan Earned Sick Time Act (“Act”). The established Benefit Year is from January 1 through December 31. Township Trustees, members of publicly appointed boards and commissions, independent contractors, and persons determined ineligible under the Act are not considered eligible employees for purposes of this policy and the application of the Act.

Frontloading

- **Part-Time Employees:** All eligible part-time employees will receive Sick Time based on the number of hours budgeted for their position, frontloaded at the rate of one hour of Sick Time per 30 hours expected to be worked in the Benefit Year. Part-time employees will be notified in writing of how many hours they are expected to work in a year by January 1 of each Benefit Year.
- **Distribution:** For the first year, Sick Time for eligible part-time employees will be prorated beginning February 21, 2025. Thereafter, Sick Time shall be frontloaded by January 1 of each Benefit Year or the date that the employee was hired, whichever is later.

Accrual

- **Temporary and Seasonal Employees:** All eligible temporary and seasonal employees, including, but not limited to, maintenance staff and election workers, shall accrue Sick Time at a rate of one hour of Sick Time per 30 hours worked.
- **Accrual Rate:** For the first year, temporary and seasonal employees will begin to accrue Sick Time on February 21, 2025 or the date that the employee was hired, whichever is later. Time spent not actually working, including, but not limited to, time spent on vacation, holidays, disability leave, family medical leave, and any other types of leave, does not count as hours worked for purposes of Sick Time accrual.

Use

- All eligible employees may begin to use Sick Time immediately under this policy in increments of one hour, up to a maximum of 72 hours of Sick Time in a Benefit Year.
- Employees may use Sick Time to care for the employee’s or employee’s family member’s mental illness, physical illness, injury, health condition, or preventative medical care, or for any other reason specified in the Act.
- Per the Act, family members include, but are not limited to, biological and adopted children, biological and adoptive parents, grandparents, grandchildren, siblings, and domestic partners.
- When using Sick Time, employees will be paid their normal wage rate, base wage, or minimum wage as established under The Improved Workforce Opportunity Wage Act, whichever is

greater. The calculation of an employee's normal wage rate and base wage excludes overtime pay, holiday pay, bonuses, commissions, and supplemental pay.

Procedure for Use

- If the need to use Sick Time is not foreseeable, employees requesting time off under this policy should give notice of their intention to use Sick Time as soon as possible to the Township. If the need to use Sick Time is foreseeable, employees must provide advance notice to the Township not to exceed seven days before the date the Sick Time is to begin.
- Employees who take more than three days of Sick Time may be required to provide reasonable documentation to the Township in support of the Sick Time taken within 15 days of the Township's request. Out-of-pocket expenses incurred by the employee to secure such documentation shall be reimbursed by the Township. Documentation should not include a description of the illness, assault, or violence subject to the use of the Sick Time.
- The Township shall not require an employee to search for or secure a replacement worker as a condition for using Sick Time.

Carry-Over/No Cash Out

- All eligible temporary and seasonal employees will be permitted to carry over all accrued, but unused, Sick Time from one Benefit Year into the next Benefit Year, not to exceed 72 hours. All eligible part-time employees will not be permitted to carry over unused, frontloaded Sick Time.
- Unused Sick Time under this policy will not be paid out at the time of separation from employment.
- Employees who are re-employed with the Township within two months of separation will have their accrued unused bank of time off under this policy made available to them.

Administration of and Amendments to this Policy

- The Township shall maintain records that document the hours worked and Sick Time taken by employees for not less than three years.
- This policy is not to be construed as a contract existing between any individual, including any employee, and the Township.
- No policy can anticipate every circumstance or question, and there may be situations where the need arises for the Township to revise, add to, or cancel this policy. Therefore, the Township reserves the right to change, interpret, or cancel this policy at any time consistent with, and with the intent of complying with, federal, state, and local laws.

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