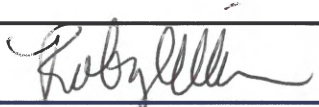




## Human Resources Policies and Procedures

Policy Title: <b>Michigan Paid Medical Leave Act</b>	Policy Number: 4.17
Effective: March 29, 2019	
Supersedes:	
Approval: 	Page 1 of 3

### 1.0 Scope

- |   |   |
|---|---|
| <input type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time<br><input checked="" type="checkbox"/> Temporary | <input type="checkbox"/> Salaried<br><input type="checkbox"/> Union<br><input type="checkbox"/> Independent Contractors |
|---|---|

*Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.*

### 2.0 Purpose

Michigan Paid Medical Leave Act, among other things, provides paid time to eligible temporary employees due to absences for reasons of illness or medical conditions of one's self or one's immediate family member.

### 3.0 Policy

- 3.1** It is the policy of the City of Ann Arbor to provide paid sick time to eligible temporary employees in the event of physical or mental illness, injury, or health condition to the employee or his or her immediate family member, or to provide medical care or treatment of the employee or his or her immediate family member

#### DISCLAIMER

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- 3.2** Temporary employees in the Temporary Part-Time and Temporary Full-Time categories are eligible to accrue paid sick leave. Seasonal positions are not eligible for paid sick leave.

#### **4.0 Responsibility**

- 4.1** Management and Human Resources will be responsible for the consistent administration of this program and ensuring compliance with the Michigan Paid Medical Leave Act policy.
- 4.2** It is the responsibility of each employee to follow this policy. Employees are responsible for recording sick leave time used on his or her time sheet.

#### **5.0 Definitions**

- 5.1 Immediate family** shall be deemed to include: (1) a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in *loco parentis*; (2) a biological parent, foster parent, stepparent, adoptive parent or legal guardian of an eligible employee or employee's spouse, individual who stood in *loco parentis* when the eligible employee was a minor child; (3) an individual to whom the eligible employee is legally married under the laws of any state; (4) a grandparent; (5) a grandchild; (6) a biological, foster or adopted sibling
- 5.2 Benefit Year** is the commencement of employment and measures 12 months out.

#### **6.0 Procedures**

- 6.1** Eligible temporary employees are able to utilize their accrued sick leave upon commencement of their employment with the City.
- 6.2** Sick leave is earned and credited per pay period.
- 6.3** Eligible temporary employees shall earn sick leave based on the amount of straight time hours paid in a two (2) week pay period. 1 hour is earned for every 35 hours worked with a 40 hours maximum earned per 1 year.
- 6.4** Sick Leave must be taken for a minimum of one (1) hour, then may be taken in fifteen (15) minute increments thereafter.

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- 6.6** Eligible temporary employees terminating employment with the City, voluntary or involuntary, will not be paid the remainder of their unused sick leave. If rehired, the eligible temporary employee will restart sick leave accrual at zero (0) hours upon commencement of their employment with the City.
- 6.7** Eligible temporary employees are required to follow the departmental standard operating procedures when requesting and utilizing sick leave.
- 6.8** An eligible temporary employee's paycheck stub shall contain the up-to-date status of sick leave accrual amount.
- 6.9** Sick leave cannot be transferred from one employee to another.
- 6.10** Sick leave will be paid at the employee's current base hourly rate, exclusive of overtime, premium pay or bonus.
- 6.11** Sick leave used in conjunction with a leave of absence may be counted as leave time under the Family Medical Leave Act (FMLA), as amended, pursuant to regulations under the Act.
- 6.12** Employees do not earn sick leave while on an unpaid leave of absence.

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