

NORTHCARE NETWORK

POLICY TITLE: Paid Time Off and Earned Sick Time	CATEGORY: Personnel	
EFFECTIVE DATE: 1/1/15	BOARD APPROVAL DATE: 12/10/14	
REVIEW DATE: 3/18/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Manager	CEO APPROVAL DATE: 3/18/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

It is the policy of the NorthCare Network Governing Board to accrue all Paid Time Off in one leave bank referred to as Paid Time Off (PTO) for regular full-time or three-quarter time employees eligible for benefits. Regular part-time employees are eligible for an Earned Sick Time (EST) benefit.

PURPOSE

The purpose of this policy is to ensure compliance with the Earned Sick Time Act and to establish the conditions and describe the terms under which an employee is eligible for Paid Time Off or Earned Sick Time.

DEFINITIONS

1. ***Employees Eligible for Benefits:*** Employees hired into a regular full-time or three-quarter time position are eligible for Paid Time Off. Employees hired into a regular part-time position are eligible for Earned Sick Time. An employee's hire letter will specify eligibility for benefits.
2. ***Paid Time Off (PTO):*** A leave accrual benefit provided to a regular full-time and three-quarter time employee which combines vacation and sick leave into one accrual bank, allowing for accrual of PTO for any needed reason.
3. ***Earned Sick Time (EST):*** Time off from work provided to a regular part-time employee that can be used for the purposes described in the Earned Sick Time Act.
4. ***Earned Sick Time Act Purposes:*** A regular full-time or three-quarter time employee may use accrued PTO, and a regular part-time employee may use EST for any of the following purposes as defined in the Earned Sick Time Act:
 - 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.
 - 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 member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of 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.
- 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.

NorthCare Network does not require an employee to search for or secure a replacement worker as a condition for using PTO or EST for the purposes listed above.

5. **Family Member:** The Earned Sick Time Act defines family member to include all of the following:

- A 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.
- A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child.
- An individual to whom the employee is legally married under the laws of any state or a domestic partner.
- A grandparent.
- A grandchild.
- A biological, foster, or adopted sibling.
- An individual related by blood to the employee.
- An individual whose close association with the employee is the equivalent of a family relationship.

REFERENCES

Earned Sick Time Act
Job Abandonment Policy

HISTORY

NEW POLICY: 1/1/15

REVISION DATE: 2/18/19, 8/23/19, 5/15/20, 10/12/23, 10/30/23, 4/10/24, 7/16/24, 9/4/24, 3/18/25

REVIEW DATE: 12/3/14, 10/19/15, 8/22/16, 6/23/17, 4/20/18, 2/18/19, 8/23/19, 5/15/20, 3/31/21, 1/27/22, 10/28/22, 10/12/23, 10/30/23, 4/10/24, 7/16/24, 9/4/24, 3/18/25

CEO APPROVAL DATE: 12/3/14, 11/9/15, 9/6/16, 7/13/17, 5/10/18, 3/14/19, 8/23/19, 7/6/20, 4/6/21, 2/1/22, 12/6/22, 10/12/23, 11/7/23, 4/10/24, 8/6/24, 9/4/24, 3/18/25

BOARD APPROVAL DATE: 12/10/14

PROCEDURES

PAID TIME OFF (Regular Full Time & Three-Quarter Time Employees):

- A. Paid Time Off will be accrued according to the following schedule for regular full-time and three-quarter time employees.

<u>Equivalent Years</u>	<u>Max Days Per Year</u>
0 to 1	23 days (7.08 hours per pay period)
1 to 3	25 days (7.70 hours per pay period)
3 to 6	28 days (8.61 hours per pay period)
6 to 10	30 days (9.23 hours per pay period)
10 to 15	33 days (10.15 hours per pay period)
15+ years	34 days (10.46 hours per pay period)

The increase in PTO will be effective the pay date following the original hire date.

- B. The maximum PTO accumulation is 800 hours.
- C. Employees will be expected to submit PTO requests to their supervisor via Paylocity. If the purpose of the PTO request falls under the Earned Sick Time Act as defined above, an employee may note this in their PTO request.
- D. An employee is expected to obtain prior approval for absences from work. At times, there may be circumstances such as illness that prohibits an employee from obtaining prior approval. When this occurs, the employee is expected to contact their Supervisor and HR immediately to inform them of the need for the absence.
- E. PTO Requests may be denied or if previously approved may be withdrawn by the Supervisor if an employee's absence will negatively impact operations but only if the purpose of the PTO request does not fall under the Earned Sick Time Act.
- F. Employees who leave employment within four months of regular status employment will forfeit all accrued PTO hours.
- G. Upon termination of employment, accumulated PTO hours will be paid out according to the following:
- | | |
|------------------|--------------------------------|
| 000 to 300 hours | 100% of accrued hours |
| 301 to 700 hours | 50% of remaining accrued hours |
| 701 to 800 hours | 0% of remaining accrued hours |
- H. Annually, on the second pay day in November, an employee may convert up to 80 hours to a cash payment at 100% of their hourly rate.
- I. An employee may request to donate up to 40 hours to another full-time or three-quarter time employee who has a personal or family emergency. The request must be approved by the Supervisor. If an employee would like to donate more than 40 hours, the request must be approved by the Supervisor and CEO.

EARNED SICK TIME (Regular Part Time Employees):

- A. Earned Sick Time (EST) will be earned at 1 hour for every 30 hours worked for regular part-time employees.
- B. NorthCare Network will frontload Earned Sick Time to a regular part-time employee at the beginning of the fiscal year (10/1) or at the time of hire for immediate use in accordance with the following Earned Sick Time Act requirements:
 - i. NorthCare Network provides the employee with a written notice of how many hours the employee is expected to work for a year at the time of hire.
 - ii. The amount of EST frontloaded to the employee at the beginning of the fiscal year is, at a minimum, proportional to the EST that the employee would accrue if the employee worked all of the hours expected as provided in the written notice.
 - iii. If the employee works more hours than what is expected as provided in the written notice, NorthCare Network must provide the employee with additional EST in accordance with the accrual requirements under the Earned Sick Time Act.
- C. EST can be used for the purposes defined in the Earned Sick Time Act as outlined above.
- D. Employees will be expected to submit EST requests to their supervisor via Paylocity.
- E. An employee is expected to obtain prior approval for absences from work. At times, there may be circumstances such as illness that prohibits an employee from obtaining prior approval. When this occurs, the employee is expected to contact their Supervisor and HR immediately to inform them of the need for the absence.
- F. Unused EST will not carry over to the next fiscal year.
- G. Employees who leave employment will not be paid out for their unused EST.

EARNED SICK TIME ACT RIGHTS

Retaliatory actions against an employee for requesting or using PTO or EST for a purpose under the Earned Sick Time Act is prohibited.

If an employee believes that NorthCare Network has violated this Policy, that employee may file a complaint with the Michigan Department of Labor and Economic Opportunity.