

Michigan Employees: Paid Sick Days

Eligibility:

The Company provides paid sick days to employees who work in Michigan for at least 30 days in a calendar year.

Grant:

Employees receive 9 paid sick days (72 hours) at the time of hire and then 9 paid sick days (72 hours) each year thereafter on January 1.

Exempt employees are assumed to work 40 hours in each workweek unless their normal workweek is less than 40 hours, in which case paid sick days accrue based upon that normal workweek.

For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1 and ending on December 31.

Usage:

Employees may use paid sick days immediately. Paid sick days must be used in minimum 1-hour increments.

Employees may not use more than 9 days (72 hours) of paid sick days in each year.

Employees may use paid sick days under this policy for absences due to:

- To care for their own physical or mental illness, injury, or medical condition, or to obtain preventive medical care.
- To care for a family member with a physical or mental illness, injury, or medical condition that requires home care, a professional medical diagnosis or care, or preventive medical care.
- To attend their routine medical appointment or a routine medical appointment for their child, spouse, parent, or the parent of a spouse.
- To address the psychological, physical, or legal effects of domestic violence, sexual assault, or stalking.
- To care for the employee's or family member's health needs related to pregnancy loss, a failed assisted reproduction, adoption, or surrogacy.
- To travel to and from an appointment, pharmacy, or other location related to any of the above reasons.

Employees may not use sick days for non-medical reasons such as arriving late for work without an approved reason under this policy. The Company may request documentation

for the use of sick days exceeding three consecutive workdays or for multiple instances of sick leave in a short period.

Notice and Documentation

Employees must comply with the attendance and call-in policy when requesting paid sick days.

- For foreseeable absences, employees should provide at least seven (7) days' advance notice to their manager.
- For unforeseeable absences, employees must notify the company as soon as practicable.
- For absences covering more than three (3) consecutive days, the Company may require documentation such as a healthcare provider's note, or documentation related to domestic violence or sexual assault.

Payment

Eligible employees will receive payment for paid sick days at the same wage as the employee normally earns during regular work hours, unless otherwise required by applicable law, by the next regular payroll period after the paid sick days have been taken. Use of paid sick days is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Unused paid sick days may carry over from year to year without limitation. However, employees are limited to using a maximum of 72 hours (9 days) of paid sick days per calendar year.

Unused paid sick days under this policy will not be paid out upon separation from the company.

Enforcement and Retaliation

The Company prohibits retaliation against any employee who uses paid sick days in accordance with this policy. Employees may file a complaint with the Michigan Department of Labor if they believe they are being retaliated against for exercising their sick leave rights.

Employees with questions regarding this policy should contact Human Resources.