

The BDL Personnel Committee met on October 15, 2024 to discuss the new legislation going into effect on February 21, 2025, the Earned Sick Time Act. To comply with the new law, the Personnel Committee recommends changes to the *Employment Handbook* as follows:

Update Chapter 5, Section 1

Paid Time Off (PTO) ~~replaces vacation leave and sick leave.~~ It is a single type of paid leave that provides you with the flexibility to manage your time off to best meet your individual needs.

Insert New Section “5.2 • Earned Sick Time” and Increment all remaining Chapter 5 Section Numbers

5.2 • Earned Sick Time

The Michigan Earned Sick Time Act provides for the accrual of Earned Sick Time for all BDL employees not already provided compliant leave time via an employment contract.

5.2.1 • Eligibility

All employees immediately start accruing Earned Sick Time. Employees may use Earned Sick Time as soon as it has accrued.

5.2.2 • Accrual and Expiration

Employees shall accrue 1 hour of sick time for every 30 hours worked. Earned Sick Time carries over from year to year and does not expire.

5.2.3 • Separation from Employment

There is no payout of Earned Sick Time upon separation of employment.

5.2.4 • Notice, Scheduling, and Usage

Earned Sick Time must be used in 15-minute increments. If the need to use Earned Sick Time is foreseeable, you must submit to your supervisor a request for approval using the form or format specified by the Director at least 48 hours in advance. If the need to use the Earned Sick Time is not foreseeable, you must inform a supervisor of your circumstances as soon as possible using the form or format specified by the Director.

Earned Sick Time may be used for the following reasons:

- The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee.
- 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.

Earned Sick Time usage must be recorded in the BDL's timekeeping system.