



CHANNEL PARTNERS

MEMO

TO: Field and Part-Time Associates
FROM: Office Management
DATE: 03/01/2019, Revised: 1/9/2024, Revised 2/21/2025
RE: Michigan Accrued Paid Sick Leave

Michigan employees will accrue sick leave at the rate of not less than one hour for every 30 hours worked; beginning at the commencement of employment or February 21, 2025, whichever is later.

Employees have no cap on the amount of paid sick leave hours they can accrue within a calendar year (January 1 – December 31). All Accrued, but unused sick time shall carry over to the following year. Employees may not use more than 72 hours of paid sick leave per year,

All employees may utilize accrued leave beginning on their 90th day of employment.

Earned paid sick time may be used for the following purposes: 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; or 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.

Sick leave can be taken in no smaller increments than one (1) hours with a maximum of eight (8) hours per day. If the need for earned sick time is foreseeable, an employer may require advance notice not to exceed 7 days prior to the date the earned sick time is to begin, of the intention to use the earned sick time. If the need for earned sick time is not foreseeable, an employer may require the employee to give notice of the intention as soon as practicable.

For earned sick time of more than 3 consecutive days, an employer may require reasonable documentation. Upon request the employee must provide this documentation in a timely manner. (1) Documentation should not include a description of the illness or details of the violence. (2) If an

employer requires documentation, it is responsible for paying all out-of-pocket expenses the employee incurs in obtaining the documentation. (3) An employer cannot delay commencement of the leave based on a failure to receive documentation

Sick pay will be paid out at the employee's normal hourly pay rate.

Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.

Accrued but unused sick leave will not be paid upon termination.

Employees will need to fill out the Time Away Request form.

For additional information regarding the Act, you may visit www.michigan.gov/wagehour or call (855) 464-9243.