

BAY COUNTY LIBRARY SYSTEM

Earned Sick Time Policy

Purpose

The Bay County Library System (“BCLS”) provides each part time employee, including pages and subs, earned sick time as required by the Michigan Earned Sick Time Act, effective February 21, 2025. In subsequent years, the established Benefit Year is from January 1 through December 31.

Front Loading

All part time employees will be front loaded Sick Time at the rate of one hour of Sick Time per 30 hours worked. Front loading of Sick Time begins on February 21, 2025, or the date that the employee was hired, whichever is later. Sick time will be front loaded for each employee based on the estimated hours they could work during the calendar year.

For hourly employees, time spent not actually working, including but not limited to disability leave, FMLA leave, and any other types of leave, does not count as hours worked for purposes of Sick Time accrual.

Use

Eligible employees may begin to use Sick Time under this policy in increments of one half hour, up to a possible maximum of 72 hours of Sick Time in a Benefit Year based on the employee’s hours worked.

Employees may use Sick Time to care for the employee’s or employee’s family member’s mental illness, physical illness, injury, health condition, or preventative medical care, time off necessitated by domestic violence or sexual assault, meetings at a child’s school or place of care, or for any other reason specified in the Earned Sick Time Act.

When using Sick Time, employees will be paid their normal wage rate.

Procedure for Use

Employees requesting time off under this policy should provide at least 7 days advance notice if they are aware of the need to use sick time, or as much advanced notice as reasonably practicable. Employees who take more than six consecutive work days of Sick Time may be required to provide reasonable documentation to the BCLS in support of the Sick Time taken. If the BCLS requires medical documentation for the use of Sick Time, the BCLS will pay the employee’s out-of-pocket expenses incurred in obtaining the documentation.

No Carry-Over/No Cash Out

Part time Employees will not carry over any sick time at end of year, nor will it be paid out at time of separation.

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Board Approved 1/22/25