

Michigan Earned Sick Time Act

Effective February 21, 2025, Aspirus, Inc. will make the following changes to its paid time off policies in compliance with Michigan's Earned Sick Time Act:

- ALL employees regardless of status (full-time, part-time, temporary, seasonal, hourly, salary, etc.) will begin accruing one hour of paid sick time for every 30 hours worked as of 2/21/25 or your start date, whichever is later.
- Accrued sick time can be used in 15-minute or greater increments with as much notice as is practicable given the circumstances of the absence.
- You may begin to use Earned Sick Time immediately upon accrual.
- Once accrued, you can use up to 72 hours of sick time each benefit year.
- Any accrued, unused sick time will carry over from year-to-year.
- For the purposes of administration, Aspirus, Inc. defines a “year” as beginning on January 1 and running for 12 consecutive months.
- Accrued, unused sick time is NOT eligible for payout at the time of separation nor at the end of a benefit year.

Employees can use accrued sick time for any of the following reasons:

- (a) 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.
- (b) 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 members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
- (c) 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.
- (d) 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

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- (e) For the 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.

You will not be penalized or retaliated against in any way for requesting or using your accrued paid sick time for the purposes designated above. Employees who feel as though their rights under this act have been violated can file a complaint with the Wage and Hour Division of the Michigan Department of Labor and Economic Growth or bring civil action against Aspirus, Inc.

Please direct any questions regarding this policy change to the Human Resources Solution Center at Humanresources@aspirus.org

