

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 01/94	SECTION: Human Resource	
BOARD APPROVED ON: 06/1980	DATE REVISED: 7/18/17, 3/20/19, 2/23/2023	SUBJECT: Sick Leave	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 04/18/18, 03/20/19, 03/17/21, 02/23/2023		POLICY #: ED-036	PAGE #: 1 of 6

I. APPLICATION

The provision stated herein apply to eligible regular full-time and regular part-time employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

Regular Full-Time Employees

It is the policy of the organization that all regular, full-time employees shall accrue 4 hours paid sick leave per month for a total of 48 hours in a 12-month period. Accrued time that is unused may carry forward to the next 12-month period but cannot exceed the cap of 240 hours. Sick leave not taken and exceeding 240 hours will be lost to the employee.

Regular full-time employees may only use sick hours that have accrued.

Regular full-time employees may request to participate in the annual buy-back program by submitting a written request (on approved BWDH form) to their Program Supervisor to "sell" their sick leave accrued hours as long as the following guidelines are followed:

Employees must have accrued a minimum of 160 hours.

Employee can "sell" up to 80 hours of sick leave each calendar year.

Regular Part-Time Employees

It is the policy of the organization that all regular part-time employees shall accrue 1 hour of paid sick leave per every 35 hours worked, not to exceed 40 hours in a 12-month period. Accrued time that is unused may be carried forward to the next 12-month period but cannot exceed the cap of 40 hours.

Regular, part-time employees may not use accrued sick leave until the 90th calendar day after commencing employment. Sick leave not taken and exceeding 40 hours will be lost to the employee.

Excluded Employees

Employees that fall within the following categories are not covered by this policy.

1. Employees covered by a private collective bargaining agreement that is in effect.
2. Employees who are under the age of 18 or who receive a training wage as determined under section 4b of the Improved Workforce Opportunity Act .

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3. Temporary employees as described in the Railway Labor Act and Railroad Unemployment Insurance Act; and
4. Individuals employed for 25 weeks or fewer in a calendar year for a job scheduled for 25 weeks or fewer.

Use of Accrued Sick Time

Accrued sick time may be used for the following reasons:

1. The eligible employee's own mental or physical illness, injury or health condition including the need for medical diagnosis, care or treatment or preventive medical care for the mental or physical illness, injury, or health condition;
2. The eligible employee's family member's mental or physical illness, injury, or health condition, including the need for medical diagnosis, care or treatment and preventative medical care for the mental or physical illness, injury, or health condition;
3. Death of an employee's family member. The eligible employee may use up to 24 hours of accrued sick time for bereavement per family member within 7 days of funeral services. For this section only, family member also includes the employee's aunt/uncle, niece/nephew, sister/brother-in-law, daughter/son-in-law of employee's current spouse, and individual residing in the employee's household.
4. Closure of the eligible employee's primary workplace by order of a public official due to a public health emergency or for the eligible employee's need to care for a child due to closure of an employee's child's school or place of care by order of a public official due to a public health emergency, or when it has been determined by health authorities that the employee's (or the employee's family member's) presence in the community would jeopardize the health of others due to a communicable disease; and
5. If an eligible employee or eligible employee's family member is a victim of domestic violence or sexual assault, to obtain medical care, psychological or other counseling for physical or psychological injury or disability, or to:
 - a. Obtain services from a victim service organization;
 - b. Relocate due to domestic violence or sexual assault; or

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- c. Obtain legal services or participate in any civil or criminal proceeding related to or resulting from the domestic violence or sexual assault.

Additional Provisions

Sick leave must be used in at least 1-hour increments.

An employee who has sick leave absence 3 consecutive workdays or more must present documentation for the absence. While the employee has 3 days to submit appropriate documentation, it is suggested that employees provide documentation on the day they return to work.

Employees are paid for unused sick leave upon separation of employment regardless of if it is voluntary or involuntary, up to the cap(s) listed above.

III. DEFINITIONS

Family Member

For the purpose of the policy, ‘family member’ includes the following individuals:

1. A biological, adopted, or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parents.
2. A biological parent, foster parent, stepparent, adoptive parent or a legal guardian of an eligible employee, an eligible employee’s spouse, or a person who stood in loco parentis when the eligible employee was a minor child.
3. A person to whom the eligible employee is legally married under the laws of any state;
4. A grandparent or grandchild:
5. A biological, foster, or adopted sibling.

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IV. NOTIFICATION/PROCEDURE

WHO

Employee

DOES WHAT

1. An employee who is unable to report for work for one of the reasons listed above, is required to call their program supervisors as soon as possible and at least two hours prior to their regular starting time. No texting allowed.
2. Failure to do so may be the cause for discipline or discharge.
3. If the employee is unable to reach their program supervisor the employee will then follow the chain of command.
4. The employee will keep their program supervisor informed by calling daily as to the course of their illness if it extends beyond one day and is not already approved.
5. Any employee found to use sick leave for reasons not specified shall not be paid for the day that they requested the sick leave.
6. Any employee who requests sick leave will receive a "call back" telephone call to confirm that the employee is unable to return to work if they do not speak with their direct supervisor.
7. If eligible, submit Sick Leave Buy Back Request Form to Program Supervisor no later than June 1 of each calendar year.

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IV. NOTIFICATION/PROCEDURE (continued)

WHO	DOES WHAT
Program Supervisor	<ul style="list-style-type: none"> 8. Approves/denies the request for sick leave 9. If sick leave is approved, indicates this on employee's time sheet 10. Responsible to keep records of employee sick time accrued and taken 11. Reviews request from employee for sick leave buy back program and approves or denies 12. Forwards request from employee for sick leave buy back program to Division Director within 7 days of receipt.
Division Director	<ul style="list-style-type: none"> 13. Reviews request for sick leave buy back program within 7 days 14. Communicates approval/denial of employees request for sick leave buy back program to program supervisor. 15. Forwards request for sick leave buy back program to human resource manager and if request is approved to account clerk
Account Clerk	<ul style="list-style-type: none"> 16. Records sick leave taken and accrued 17. Reviews approved request for sick leave buy back program for appropriate balances. 18. Processes request for sick leave buy back program with the first payroll processed in July.
Human Resource Manager/Designee	<ul style="list-style-type: none"> 19. Places request for sick leave buy pack program in employee's personnel file.

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V. **REFERENCES:** Paid Medical Leave Act, 2018 Public Act 338, as amended by 2018 Public Act 369, effective March 29, 2019.

VI. **EXHIBITS:**

- A. Leave Requisition
- B. Sick Leave Buy Back Program Request