

**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, 5/22/2024, 8/14/2024, 12/12/2024, 2/21/2025, 11/18/2025	SUBJECT: Sick Leave
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 04/18/18, 03/20/19, 03/17/21, 02/23/2023, 5/22/2024, 12/12/2024		POLICY #: ED-036
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I. APPLICATION

The provision stated herein applies to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization that all **hourly non-exempt** employees shall accrue 1 hour of paid sick leave for every 30 hours worked. Accrued time that is unused shall be carried forward.

Employees may only use sick hours that have accrued.

Employees must complete ninety (90) days of employment to be eligible to use accrued sick time.

Salaried exempt employees are presumed to work 40 hours per week under state law and will be front-loaded with seventy-two (72) hours of paid sick leave annually at the beginning of each fiscal year (October 1 – September 30). Front-loaded sick leave will carry over from year to year.

Front-loaded sick leave will be prorated for new salaried employees hired during the fiscal year.

Salaried employees must complete ninety (90) days of employment to be eligible to use available sick leave.

Use of Accrued Sick Time

Accrued sick time may be used for the following permitted reasons:

1. 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.
2. 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

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a family member of the employee.

3. 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.
4. 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, sister/brother of domestic partner, daughter/son-in-law of domestic partner, and an individual residing in the employee's household.
5. 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.
6. 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.

Additional Provisions

If employment is terminated, voluntarily or involuntarily any unused earned sick time accrued from the date of hire through the date of separation will be forfeited.

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If an employee separates from employment and is rehired within two months of the separation any accrued sick time that was not paid out will be reinstated.

III. DEFINITIONS

“Domestic partner” means an adult in a committed relationship with another adult, including same-sex and different-sex relationships. Committed relationship means one in which the employee and another individual share responsibility for a significant measure of each other’s common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited to, a civil union.

“Domestic Violence” means the occurrence of any of the following acts by an individual that is not an act of self-defense:

- Causing or attempting to cause physical or mental harm to a family or household member.
- Placing a family or household member in fear of physical or mental harm.
- Causing or attempting to cause a family or household member to engage in involuntary sexual activity by force, threat of force, or duress.
- Engaging in activity toward a family or household member that would cause a reasonable individual to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

“Family member” includes all of the following:

- A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee’s spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
- A person to whom the employee is legally married under the laws of any state or a domestic partner.
- A grandparent
- A grandchild
- A biological, foster, or adopted sibling.

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- Any other individual related by blood.
- An individual whose close association with the employee is the equivalent of a family relationship.

IV. NOTIFICATION/PROCEDURE

USE OF SICK LEAVE (LEAVE REQUEST)

WHO

DOES WHAT

Employee

1. An employee who is unable to report for work for one of the reasons listed above is required to call their program supervisor as soon as practicable. No texting allowed.
2. Failure to follow notice procedures may result in discipline up to and including discharge under our attendance policies, unless absence is for reason under the Earned Sick Time Act.
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 permitted under the ESTA shall not be paid for the day that they requested sick leave.

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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.

Program Supervisor

7. Responsible for keeping records of employee sick time accrued and taken.

Account Clerk

8. Records sick leave taken and accrued.

- V. REFERENCES:** Michigan Earned Sick Time Act (ESTA), MCL 408.961 et seq.
(as amended and in effect February 21, 2025)

VI. EXHIBITS:

- A. Leave Requisition
- B.