

RESOLUTION FOR SICK TIME POLICY  
MAPLE GROVE TOWNSHIP  
SAGINAW COUNTY, STATE OF MICHIGAN

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Minutes of a regular meeting of the Township Trustees of Maple Grove Township, Saginaw County, State of Michigan, held on the 17th day of March, 2025 at 7:00 p.m., prevailing Eastern Time.

RESOLUTION #: 2025-03-01

PRESENT: Supervisor Peterman, Treasurer Jaster, Clerk Yaros, Trustee Erhardt, Trustee Ebenhoeh

ABSENT: None.

The following preamble and resolution were offered by Clerk Yaros and supported by Trustee Ebenhoeh.

**Sick Time Policy**

Maple Grove Township is committed to providing its employees with the time off necessary to address medical needs for themselves and their family members. The Township will adhere to the Earned Sick Time Act, as amended.

**A. Accrual.**

1. Hourly, non-exempt Township employees shall accrue one (1) hour of paid sick time for every thirty (30) hours worked for the Township.
2. Salaried, non-exempt Township employees will also accrue one (1) hour of paid sick time for every thirty (30) hours worked. Salaried, non-exempt employees shall be assumed to work their ordinary number of hours per week and must track and submit to the number of hours worked per month. These hours must be reported to the clerk by the end of each month. Failure to report hours may be subject to discipline up to and including termination of employment.

**B. Sick Time Usage & Carryover.**

1. All employees shall be entitled to use up to 72 hours of paid sick time per calendar year.
2. Employees shall carry over any unused sick time from one calendar year to the next.
3. Employees will be paid out for accrued but unused sick time, up to 72 hours, when they separate from employment with the Township for any reason.
4. Sick time will be paid at the employee's ordinary hourly rate of pay.

5. Employees hired after February 21, 2025 are required to wait 120 days after beginning their employment before using accrued sick time.
6. Any employee without continuous employment who is rehired within two (2) months of separation will have their sick bank reinstated to the level it was prior to their separation. Any employee separated from Township employment for two (2) or more months will have their sick bank reset to zero upon rehire.

**C. Permitted Uses for Sick Time.** Employees may use paid sick time under any of the following circumstances:

1. An employee or family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee or mental or physical illness, injury, or health condition; or preventative care for the employee or their family member.
2. An employee or a family member is the victim of domestic violence or sexual assault and needs time off for medical / psychological care, to obtain services from a victim services organization, to relocate, to obtain legal services, or to participate in any civil or criminal proceedings.
3. For a meeting at the employee's 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.
4. For the closure of the employee's workplace or the employee's child's school or place of care if such locations are closed due to a public health emergency or it is determined by a health care provider that the employee or a family member's presence in the community would jeopardize the health of others due to exposure to a communicable disease.

An employee using sick time for any reason other than listed in this Section may be subject to discipline up to and including termination of employment.

**D. Requests for Sick Time.** When requesting sick time, employees shall adhere to the following rules:

1. If the need for sick time is foreseeable, the employee must provide notice at least seven (7) days in advance.
2. If the need for sick time is not foreseeable, the employee must provide notice as soon as practical.
3. All time off requests must be emailed to the Office Manager and Clerk for tracking purposes.

4. If an employee fails to provide notice as required in this Section may be subject to discipline up to and including termination of employment.

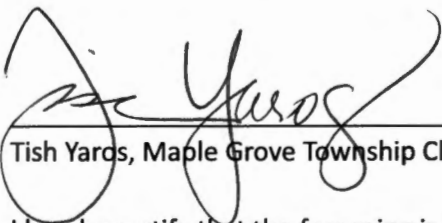
**E. Retaliation.**

1. Retaliation for exercising rights guaranteed under the Earned Sick Time Act is prohibited by Township policy and state law. The Township will not take action against an employee for engaging in any activities covered under this Policy.
2. An employee who believes their rights under this Policy and/or state law have been violated may bring a civil action against the Township or may file a complaint with the Wage & Hour division of the Bureau of Employment Relations.

AYES: Supervisor Peterman, Treasurer Jaster, Clerk Yaros, Trustee Erhardt, Trustee Ebenhoeh

NAYS: None.

RESOLUTION DECLARED ADOPTED.



Tish Yaros, Maple Grove Township Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Trustees of Maple Grove Township, Saginaw County, State of Michigan, at a regular meeting held on March 17, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.