	Pittsfield Charter Township	PERSONNEL POLICY - 321 Sick Time/Leave	
		Authorization or Resolution Number: 19-19 <u>20-56</u>	Created On: 06/01/2005 Revision Dates: 11/09/2005 06/12/2019 <u>12/09/2020</u>

Sick Time/Leave

Pittsfield Charter Township provides paid sick leave benefits to regular, full-time employees for periods of temporary absence due to illnesses or injuries. The Township allows eligible employees to use their sick leave due to their own illness or injury, or that of their parent, child, or spouse. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.


An employee will accrue sick leave benefits at the rate of eight (8) hours per month. An employee must work at least eighty (80) hours in a month to be eligible to accrue sick leave for that month. For purposes of this provision, paid holiday, vacation, sick, personal, and bereavement time will count as days worked towards earning eligibility. An employee may accumulate up to seven hundred and twenty (720) hours of sick time.

Any sick time earned above the seven hundred and twenty (720) hour maximum that cannot be carried over into the next year can be paid out at either 50% or contributed at 100% into the employee's 457 Deferred Compensation Savings Plan account or the employee's Health Savings Account (HSA) (provided their annual contribution does not exceed the maximum allowable contribution as permitted by law). The employee must notify Finance by December 15th if the 457 or HSA account contribution is preferred or it will automatically default to being paid out at 50%. Payouts will be paid in February of each year based on the Employee's rate in effect on December 31st of the previous year.

A year-to-date record of available sick leave will be reflected on each paycheck. Sick leave benefits will be calculated based on an employee's base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Department Heads shall be responsible for carefully reviewing and approving employee sick leave.

If an employee is unable to report to work due to illness or injury, they should notify their manager before the scheduled start of their workday if possible. Said employee's manager must also be contacted on each additional day of absence unless they are on an approved Family or Medical Leave, or Prolonged Illness Leave. A physician's statement (or certification of health care provider) may be requested and must be submitted by the employee if:

1. The employee has used five (5) or more consecutive sick leave days

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2. The Township deems it necessary, as long as the employee is advised on the day in question, or;
3. The Township suspects abuse of sick leave by the employee, in which case the Township may so advise the employee and require that the employee provide a physician's statement the next time the employee calls in sick.

In order to constitute a proper physician's statement, the statement must include, as a minimum, the date treated, diagnosis, date employee may return to work, and physician's signature. This same verification may be required as condition of receiving sick leave benefits. If an absence may be due to a "serious health condition" as defined under the Family and Medical Leave Act (FMLA), the employee may be required to provide a certification of health care provider on the appropriate form.

Before returning to work from a sick leave of absence of five (5) calendar days or more, the employee may be required to provide a physician's verification that indicates said employee may safely return to work and perform the essential functions of their job.

If an employee is on an extended absence, sick leave benefits may be used to supplement any payments that the employee is eligible to receive from workers' compensation or the Township-provided disability insurance programs. The combination of any such disability payments and sick leave benefits may not exceed your normal weekly earnings.

Upon separation from the organization, the employee's remaining, accrued sick time banks can be paid out at either 50% or contributed at 100% into the employee's 457 Deferred Compensation Savings Plan account or Health Savings Account (HSA) at their then-current rate of pay (provided their annual contribution does not exceed the maximum allowable contribution as permitted by law). If the employee does not notify the Finance Department of their selection for payout from the above two choices, it will automatically be paid out at the 50% rate.

An employee is eligible for payout of sick leave benefits except in the following situations:

- If the employee fails to provide at least two (2) weeks' written notice in advance of voluntarily resigning their employment with the Township
- If the employee fails to work all scheduled days from the time of notification to the date of resignation or;
- If the employee is discharged and not reinstated.