

# **MACOMB COUNTY HUMAN RESOURCES POLICY**

## **SICK LEAVE AND ACCUMULATED SICK LEAVE PAYOFF**

Full-time employees, except for participants in the Deferred Retirement Option Plan (DROP), shall accumulate a Sick Leave bank at the rate of one-half (1/2) day for each fully paid two (2) week pay period of service. Sick Leave shall accumulate only on regular hours paid.

The paid leave provisions in this contract apply only to full time employees working 37.5 hours or more. All other employees accrue paid leave time in accordance with Michigan's paid leave act and that leave time will be administered according to the acts provisions (PA 338 of 2018 as amended).

For Sick Leave usage only, the maximum sick leave accumulation that a full-time employee can earn is one hundred and eighty (180) work days.

Full-time employees may utilize available Sick Leave for absences:

1. Due to personal illness or physical incapacity.
2. Necessitated by a contagious disease or condition.
3. Due to illness of a member of the employee's immediate family, which illness requires the employee's personal care and attention. The term "immediate family" as used in this section shall mean parent, current step parent, current spouse, children, current step children, brother, sister, grandparents or grandchildren. It shall also include any person who is normally a member of the employee's household.

The County reserves the right to require an employee to not report to work and use sick leave, if available, if it is determined that the employee's presence at work endangers the health of others in the workplace.

A full-time employee absent for one of the reasons described in this Policy, shall inform his/her immediate supervisor of the absences at least one hour prior to their scheduled time, unless otherwise established; failure to do so may be the cause of denial of Sick Leave with pay for the period of absence.

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The employee may be required to produce evidence, in the form of a medical certificate or otherwise, of the adequacy for the reason for his/her absence during the time for which Sick Leave is granted.

A full-time employee who is seriously ill for more than five (5) days while on Paid Time Off, may, upon application, have such period of illness charged against his/her Sick Leave accumulation, rather than against his/her Paid Time Off. Notice of such illness must be given immediately. The employee shall submit proof of such illness in the form of a medical certificate.

Sick Leave shall be available for use upon accrual.

If an employee becomes ill or injured and has Sick Leave time available, the employee will be required to have the time not worked charged against Sick Leave.

Employees participating in the DROP Program shall be entitled to Sick Leave as follows:

DROP participants shall be provided with six (6) days of Sick Leave on January 1<sup>st</sup> each year the employee participates in the DROP.

Up to three (3) unused Sick Leave days, of the six (6), will be paid by the County after the end of each calendar year of DROP participation.

Employees who begin DROP participation at a time other than January 1<sup>st</sup>, shall receive a pro-rata share of six (6) Sick Leave days for the balance of the calendar year.

After the exhaustion of the six (6) Sick Leave days, an employee may utilize accrued Sick Leave for which the employee was not compensated pursuant to Accumulated Sick Leave Payoff provision below, at the time the employee's DROP participation begins.

There shall be no compensation for any Sick Leave time remaining in the employee's Sick Leave bank upon separation from employment.

**ACCUMULATED SICK LEAVE PAYOFF:**

Retirement: A full-time employee, who leaves employment because of retirement and is eligible for and receives benefits under the Macomb County Employees' Retirement Ordinance, shall be paid for fifty percent (50%) of a maximum of one hundred twenty-five (125) days of his/her accumulated and unused Sick Leave at the full-time employee's then current rate of pay.

Deferred Retirement: A full-time employee, who leaves employment and elects to defer retirement benefits, shall be paid for fifty percent (50%) of a maximum of one hundred twenty-five (125) days of his/her accumulated and unused Sick Leave computed on the basis of the full-time employee's salary at termination of employment.

Employees who defer their retirement prior to January 1, 2016 and die prior to the time retirement benefits begin, said accumulated payoff shall be made to the deceased deferred employee's beneficiary designated to receive the accumulated contributions in the employee's savings fund.

Death: In case of death of a full-time employee, payment of fifty percent (50%) of his/her accumulated and unused Sick Leave up to one hundred twenty-five (125) days, at the deceased full-time employee's then current rate of pay, shall be made to the deceased employee's beneficiary designated to receive the accumulated contributions in the employee's savings fund.



Office of County Executive

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