

Michigan Earned Sick Time Act – Hourly Employees

Beginning Monday, February 17th, 2025, all hourly employee groups NOT covered under an existing bargaining contract will begin to accrue sick leave hours. Employees currently covered under an existing bargaining contract are already compliant with this legislation.

Here's what you need to know:

- Starting Monday, February 17th, for every 30 hours worked, hourly employees including substitutes will earn one (1) hour of paid sick leave.
- Sick leave hours will be tracked and recorded through the payroll process. This means employees will see their available sick leave balance updated on the payroll in which the sick time was earned, in line with the hourly pay schedule (included here).
 - For example, if an hourly employee works 60 hours the pay period of Monday, February 17 - Friday, February 28, this time will be paid on Friday, March 14, and two (2) sick hours will be accrued to the employee's hourly sick bank.
- Hourly employees can see their available sick balance in Time and Attendance and on their pay statement.
- Hourly employees can request to use their available sick balance using Time and Attendance. Instructions on how to make that request are included here. Instructions for supervisor approval in Time and Attendance are also included here.
 - Time may be requested in no less than quarter hour increments.
 - The total sick leave request for one day may not exceed the typical hours worked in a day for that hourly employee.
- Substitute employees including sub teachers, sub paraprofessionals, sub administrators, and sub secretaries can request to use available sick time on the timesheet they submit their subbing hours on. The sick hours will be paid, and the employee's sick accrual bank will be adjusted by payroll.
- These employee absences DO NOT need to be tracked on the bi-weekly A & S report. They will track and request their own time via Time and Attendance or timesheets.
- Employees are permitted to use sick leave time for sick-related absences as outlined in the attached "Michigan Earned Sick Leave Act" document, under the *Earned Sick Time Uses* section.
- Earned sick leave hours will carry over from year to year with unlimited accumulation.
- Kalamazoo Public Schools will not limit the number of sick leave hours used in a year.
- Sick leave hours are not paid out upon the employee's separation of employment.
- If an employee separates employment from Kalamazoo Public Schools and returns within six (6) months, they will maintain their existing sick leave balance and continue to accrue on it. If an employee separates employment and does not return to the District within six (6) months, they will forfeit their sick leave balance.