



## Villaire Organization

### Michigan Earned Sick Time Policy

In accordance with the Earned Sick Time Act (“ESTA”), the Company shall provide paid sick time to all eligible employees. Beginning on February 21, 2025, or upon the beginning of the employee’s employment, (whichever is later), eligible employees will begin to accrue paid sick time as described below.

**Eligible Employees:** Full and part-time employees are eligible, with the exception of individuals employed in accordance with the Youth Employment Standards Act (*i.e.* those under 18).

**Benefit Year:** For purposes of this policy, our benefit year is measured as the calendar year, from January 1st through December 31st.

**Leave Amount and Accrual:** Employees accrue 1 hour of paid sick time for every 30 hours worked. (Exempt employees are assumed to work 40 hours in each workweek.) Up to 72 hours of accrued leave will carry over to the next benefit year.

**Leave Usage:** Employees hired on or before February 21, 2025, may use earned sick time immediately as it is accrued. Employees hired after February 21, 2025, are subject to a 120-day waiting period and may begin using accrued earned sick time on the 120th day after the start of their employment. Usage of earned sick time is capped at 72 hours per benefit year. Earned sick time will be paid at the employee’s normal hourly rate of pay. Earned sick time can be used in one-hour increments. Employees can use earned sick time for any of the following reasons:

- The employee’s own 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.
- 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 a family member of the employee.
- 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.
- 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; or
- 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.

For the purposes of this policy, "family member" includes all 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.
- Any individual related by blood to the employee.
- An individual whose close association with the employee is the equivalent of a family relationship.

**Notice:** Employees are asked to provide notice no more than 7 days in advance if they are aware of the need to use sick time. If the reason for earned sick time is unforeseeable, we encourage employees to call off prior to their shift, if practicable. Otherwise, the employee must provide notice as soon as practicable after the employee is aware of the need for earned sick time. You will not be asked to find a replacement for your earned sick time off.

#### **DESIGNATING YOUR TIME OFF AS EARNED SICK TIME**

If you miss work due to an absence that is eligible for earned sick time, you must contact your **General Manager**. In addition, you must complete and submit a Time Off Designation Form and indicate the reason for time off. You may obtain copies of the form from your manager. Submit your completed form to the **General Manager** or you can email the completed form to the office at [payroll@jacsmcd.com](mailto:payroll@jacsmcd.com).

**In order to ensure the Company is aware of whether or not your absence is covered by the Michigan Earned Sick Time Act and you are owed earned sick time pay, YOU MUST COMPLETE A TIME OFF REQUEST FORM FOR ANY SHIFT MISSED, FOR ANY REASON.**

**No retaliation:** Employees will not be penalized or retaliated against in any way for requesting or using accrued paid sick time for the purposes designated above.

**Separation of employment:** All unused, accrued sick time will be forfeited at the time of separation. If an employee separates from employment and is rehired within 2 months of the separation, the Company will reinstate previously accrued, unused earned sick time and will permit the reinstated employee to use that earned sick time and accrue additional earned sick time upon reinstatement.