DISCLAIMER: THIS IS A STANDARD FORM POLICY PROVIDED BY MITA FOR THE BENEFIT OF MITA MEMBERS AND SHOULD BE REVIEWED PERIODICALLY FOR ANY REQUIRED LEGAL UPDATES. SHOULD YOU HAVE ANY QUESTIONS OR NEED ANY OF THE POLICIES CONTAINED HEREIN TAILORED, PLEASE CONTACT AARON GRAVES AT BODMAN PLC: [agraves@bodmanlaw.com](mailto:agraves@bodmanlaw.com); 313-392-1075.

All regular full-time employees are credited with 72 hours of PTO on their first day of employment in accordance with Michigan’s Earned Sick Time Act (ESTA). Each anniversary date of hire, regular full-time employees are credited with an additional 72 hours of PTO. Part-time employees and others eligible for PTO under ESTA shall be credited with PTO on a prorated basis. [FOR EMPLOYERS WITH TEN OR FEWER ONLY – SUBSTITUTE 40 HOURS. NO WAITING PERIOD PRIOR TO USE IS PERMITTED FOR NEW HIRES.]

[OPTION 1] - Each calendar year, employees may utilize up to 72 hours of Paid Time Off for the following reasons: [FOR EMPLOYERS WITH TEN OR FEWER ONLY – SUBSTITUTE 40 HOURS.]

1. Vacation;
2. Personal Time;
3. The employee’s 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;
4. 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 the employee’s family member;
5. If the employee or the employee’s family member is the victim of domestic violence or sexual assault, for the 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;
6. For meetings 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; or
7. For the 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 health 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 or employee’s family member’s presence in the community would jeopardize the health of others because of exposure to a communicable disease.

[OPTION 2] - Each calendar year, employees may utilize up to 72 hours of Paid Time Off for ESTA qualifying purposes. [FOR EMPLOYERS WITH TEN OR FEWER ONLY – SUBSTITUTE 40 HOURS.]

Employees may utilize PTO in [INSERT DESIRED INCREMENT. CAN BE NO GREATER THAN ONE HOUR.] increments.

Credited but unused PTO will not carry over from year to year, is not paid out annually, and is not paid out upon termination of employment.

If the employee’s need for PTO is foreseeable, the Company requires 7 days’ advance notice to ensure proper staffing levels. If the need for PTO is unforeseeable, the Company requires that the employee notify their supervisor as soon as practicable. [CAN ADD NOTICE REQUIREMENTS. DISCIPLINE FOR LACK OF NOTICE IS PERMITTED. DISCIPLINE FOR AN ESTA COVERED ABSENCES WHEN EST IS AVAILABLE IS NOT PERMITTED.] The Company reserves the right to require documentation to substantiate the employee’s use of PTO. [CAN ONLY REQUIRE DOCUMENTATION FOR ABSENCES OF THREE OF MORE CONSECUTIVE DAYS AND MUST PAY ALL RELATED EXPENSES].