

This policy is written to be in compliance with Michigan’s Earned Sick Time Act (ESTA) and will go into effect January 1, 2025. IMPCO is required to meet minimum requirements, however, there will be instances in our Policy that exceed the minimum requirements. IMPCO will title this bank of time paid time off as Personal/Sick and be referred to P/S.

- Eighty (80) hours of P/S will be frontloaded to **ALL** employee’s Personal/Sick bank of paid time off on January 1st of each year. To comply with the accrual requirement of 1 hour P/S earned for every 30 hours worked, a mid-year and annual review of hours will be conducted for non-exempt employees and hours of additional accrued P/S will be added to the Personal/Sick bank of time if warranted.
- P/S can be taken in .10 (one-tenth or 6 minute increments). We prefer P/S be taken in full hour increments.
- P/S can be carried over with NO limit.
- A maximum of 80 hours of P/S can be taken in a calendar year.
- Unused P/S will not be paid off in any event or circumstance (end of the year, layoff, resignation, termination, retirement, death, or other form of separation from the company).
- Notice to take P/S is seven (7) days when the need is foreseeable. If the reason is unforeseeable or not possible, notice must be provided as soon as practicable. It is preferred that Personal/Sick hours be requested in writing by 3:00 p.m. on the day before the day to be taken, or no later than 7:30 a.m. on the day to be taken. Notification on the day to be taken, should be given to HR (Direct line: 517-267-1112 or ext. 112) within ½ hour of the employee’s starting time.
- For P/S of more than three (3) consecutive days, IMPCO may request reasonable documentation.
- P/S can be taken to care for/attend to yourself, spouse, child, parent, grandparent, grandchild, sibling, domestic partner, and any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship.
- P/S can be used for any of the following for you or a family member (as defined above):
 - Physical or mental illness, injury, or health condition;
 - Medical diagnosis, care, or treatment;
 - Preventative care;
 - Domestic violence or sexual assault to include but not limited to medical care; psychological; counseling; obtain services from victim advocate services; relocation; legal services; or participate in any civil or criminal proceedings.
 - Closure of your primary workplace, school, or place of care by order of a public official due to a public health emergency;
 - Exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider;
 - Meetings a school or place of care related to a child’s health or disability, or the effects of domestic violence or sexual assault on the child.
- There will be no retaliatory personnel action on behalf of the company against an employee for requesting or using P/S according to the provisions of ESTA.
- See required poster for further detail from Michigan Department of Labor & Economic Opportunity, Wage and Hour Division, GENERAL REQUIREMENTS – EARNED SICK TIME ACT.