

SYSTEMWIDE POLICY

Michigan Earned Sick Time Act (MESTA)

This Policy is Applicable to the following Corewell Health sites:

SYSTEMWIDE

Beaumont Pharmacy Solutions, Beaumont Post Acute Care, Continuing Care (CHW), Corewell Health Beaumont Grosse Pointe Hospital, Corewell Health Beaumont Troy Hospital, Corewell Health Big Rapids Hospital, Corewell Health Dearborn Hospital, Corewell Health Farmington Hills Hospital, Corewell Health Gerber Hospital, Corewell Health Grand Rapids Hospitals (Blodgett Hospital, Butterworth Hospital, Helen DeVos Children's Hospital), Corewell Health Greenville Hospital, Corewell Health Ludington Hospital, Corewell Health Medical Group East, Corewell Health Medical Group West, Corewell Health Pennock Hospital, Corewell Health Reed City Hospital, Corewell Health South (Niles, St. Joseph, and Watervliet Hospitals; Corewell Health Medical Group South; Applicable Corewell Health South Regional Sites), Corewell Health Taylor Hospital, Corewell Health Trenton Hospital, Corewell Health Wayne Hospital, Corewell Health William Beaumont University Hospital (Royal Oak), Corewell Health Zeeland Hospital, Corporate (Corewell Health East), Corporate (Corewell Health West, South and Priority Health), Outpatient/Physician Practices (CHW), Priority Health

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| Applicability Limited to: | All Employed Team Members |
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| Functional Area: | Human Resources, Leaves & Accommodations |
| Department Area: | Human Resources |

1. Purpose

This policy provides guidance to team members regarding the Michigan Earned Sick Time Act (MESTA) that requires covered employers to provide their eligible team members with job-protected, paid time for certain qualified reasons.

2. Definitions

- 2.1. Benefit Year:** A twelve-month period. For purposes of this policy, the benefit year is also the calendar year.
- 2.2. MESTA:** Michigan Earned Sick Time Act
- 2.3. MESTA Eligible Team Member:** All team members employed and paid by Corewell Health. This includes both exempt and non-exempt team members, regardless of FTE. Does not include non-employed team members who are not on Corewell Health's payroll such as those assigned to work at Corewell Health through a third-party agency or independent contractors. It also does not include team members covered by an existing collective bargaining agreement, or unpaid interns/trainees.
- 2.4. MESTA Eligible Family Member:** Any of the following: (a) biological, adopted or foster child, stepchild or legal ward, child of a domestic partner or a child to whom the team member stands in loco parentis; (b) biological parent, foster parent, stepparent, adoptive parent, or legal guardian of a team member or a team member's spouse or domestic partner or a person who stood in loco parentis when the team member was a minor child; (c) a person to whom the team member is legally married under the laws of any state or a

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domestic partner; (d) grandparent; (e) grandchild; (f) biological, foster, and adopted sibling; (g) any other individual related by blood to the team member; or (h) an individual whose close association with the team member is the equivalent of a family relationship.

- 2.5. Sick Time:** In this policy, sick time refers to the protected time earned as required by the Michigan Earned Sick Time Act. This sick time may be either accrued or frontloaded.

3. Compliance

- 3.1.** Team Members should take time to read and become familiar with the details of any policies that apply to them and to follow any expectations outlined. Seek clarification from your leader or from HR if you need it. When policies aren't followed, there may be coaching or performance correction that results.
- 3.2.** When a team member is covered by a collective bargaining agreement (CBA) and the terms of the CBA are different, the team member should follow the CBA instead of the policy.

4. Policy

4.1. MESTA protected time eligibility.

- 4.1.1.** MESTA eligible team members are entitled to use a maximum of 72 hours of paid sick time per calendar year for qualified reasons.
- 4.1.2.** MESTA eligible team members will receive paid sick time for one of the qualified reasons that minimally represents 1 hour for every 30 hours actually worked. However, in all cases, MESTA eligible team members cannot use more than 72 hours of paid sick time each calendar year.
- 4.1.3.** Missed time will be deducted from the team member's accrued protected sick time.
- 4.1.4.** MESTA details
- 4.1.4.1.** Non-exempt team members in an accrual PTO plan or who are not PTO eligible, will accrue paid sick time at the rate of 1 hour for 30 hours worked.
- 4.1.4.2.** Exempt team members are assumed to work their designated FTE in each pay period. For example, a 1.0 FTE exempt team member is assumed to work 80 hours in a pay period.
- 4.1.4.3.** Exempt team members who are in the allotment PTO plan and Physicians, Residents and Fellows who are not PTO eligible will receive their protected sick time frontloaded at the start of the benefit year, up to 72 hours, based on their FTE.
- 4.1.4.3.1.** Casual Physicians will accrue their protected sick time at the rate of 1 hour for 30 hours worked.
- 4.1.4.4.** All team members who accrue protected sick time can carryover up to 72 hours of unused paid sick time into the next benefit year. Team members who have their protected sick time frontloaded, will not carryover any unused protected sick time into the next benefit year.
- 4.1.4.5.** Team members may only use a maximum of 72 hours of paid sick time in a calendar year.
- 4.1.4.6.** For PTO Eligible team members, paid sick time is paid out of the team member's PTO bank at the team member's base hourly rate. Paid sick time will be deducted from the team member's protected sick time.
- 4.1.4.7.** For Non-PTO Eligible team members, paid sick time is paid out of the team member's accrued paid protected sick time at the team members' base hourly rate.

- 4.1.4.8. PTO and paid sick time are paid as non-work time and will not be considered in determining overtime eligibility.
- 4.1.4.9. Upon termination/separation of employment for any reason team members who are in an accrual PTO plan will have their PTO paid out per policy. For all others, unused accrued sick time is not paid out, nor transferred to a PTO bank.

4.2. MESTA qualified reasons.

- 4.2.1. Only time taken for one of the reasons below will be eligible for sick time:
 - 4.2.1.1. The team member's personal illness, injury, health condition or preventative care
 - 4.2.1.2. A family member's illness, injury, health condition or preventative care
 - 4.2.1.3. Reasons related to the team member's or family member's victimization by domestic violence or sexual assault (including the team member's or family member's need for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain legal services or services from a victim services organization; to relocate due to domestic violence or sexual assault; or to participate in civil or criminal proceedings related to or resulting from such violence or assault
 - 4.2.1.4. Meetings at the team member'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
 - 4.2.1.5. The closure of the team member's primary workplace or the team member's child's school/place of care by a public official due to public health emergency
 - 4.2.1.6. Where the appropriate health authorities or the team member's healthcare provider have determined that the team member's or family member's presence in the community would jeopardize health of others due to the team member's or family member's exposure to communicable disease.

4.3. Using sick time.

- 4.3.1. Team members must have accrued or frontloaded paid sick time available for the missed time to be protected under MESTA. This means that:
 - 4.3.1.1. They have not yet utilized all 72 hours of paid sick time within the calendar year.
 - 4.3.1.2. They have paid sick time available at the time of the missed shift.
 - 4.3.1.3. The only part of the shift that will be protected is when all conditions above are met. All unprotected time will be subject to the [Attendance and Reliability](#) policy. Employers may not retaliate against a team member for engaging in activity protected by MESTA.
- 4.3.2. Team members are expected to follow all Corewell Health rules for calling in to report absence, tardiness, or leaving early, including compliance with the Attendance and Reliability policy.
- 4.3.3. Non-exempt team members must use the paid sick time under MESTA in at least a 1-hour increment. Beyond 1-hour team members can use the paid sick time under MESTA in 1/10th of an hour increments.
- 4.3.4. Exempt team members must use the paid sick time under MESTA in 1-hour increments.
- 4.3.5. Team members using paid sick time under MESTA may be required to provide documentation, only for absences greater than 3 consecutive days. If there is a

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request for documentation, team members will be allowed to return to work before submitting the required documentation. If a request for documentation is made, team members must submit the documentation within 15 days.

- 4.3.6.** Leaders should consult with HR before requesting documentation from a team member.
- 4.3.7.** To prevent unnecessary burden on co-workers or disruption to operations, team members must notify their direct supervisor of any need to take paid sick time (including absence, late arrival, or early leaving).
 - 4.3.7.1.** Team members must provide this notice at least 7 days in advance of a foreseeable need for paid sick time.
 - 4.3.7.2.** If the need to use sick time is not foreseeable, team members must give notice as soon as practicable and also follow normal call in procedures including any additional written department-required reporting protocols.
 - 4.3.7.3.** Leaders and/or Timekeepers should code a team member's time off request as MESTA in the appropriate timekeeping system when the team member states they have a need to use their paid sick time.
 - 4.3.7.4.** Leaders may not take any disciplinary action against a team member, may not count the absence as an "occurrence," or retaliate against a team member for appropriately using paid sick time.
 - 4.3.7.5.** The paid sick time will be used for unpaid FMLA, if the reason for FMLA is a qualifying reason listed above.
 - 4.3.7.6.** The paid sick time benefit year restarts January 1 every year.
 - 4.3.7.7.** New team members may use paid sick time on their 120th day following commencement of their employment.

4.4. Payment of Paid Sick Time

- 4.4.1.** For PTO eligible team members, any paid sick time used in accordance with the Michigan Earned Sick Time Act policy will be paid from the PTO bank. If a non-exempt team member does not have PTO at the time the paid sick time is needed, the time taken will be unpaid, will not be taken from the sick time and will not be protected under MESTA. If an exempt team member does not have PTO at the time the paid sick time is needed, the exempt team member will be paid in accordance with the Fair Labor Standards Act.
- 4.4.2.** Non-PTO eligible team members will have their time deducted and paid from their accrued protected paid sick time.

4.5. Termination of employment

- 4.5.1.** PTO eligible team members who are eligible for PTO pay out at the time of separation, will have their PTO paid out per policy.
- 4.5.2.** For all other team members, any unused paid sick time balances will not be paid out upon termination/separation of employment for any reason.
- 4.5.3.** If a team member's employment is reinstated within 2 months of separation, accrued unused paid sick time will be reinstated and available for immediate use, if the PTO was not paid out.

5. Revisions

Corewell Health reserves the right to alter, amend, modify, or eliminate this document at any time without prior written notice.

6. References

- [Attendance and Reliability](#)

7. Policy Development and Approval**Document Owner:**

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