

TOWNSHIP OF SOLON
COUNTY OF KENT, MICHIGAN

At a regular meeting of the Township Board of the Township of Solon, held at the Solon Township Hall, 15185 Algoma Avenue, N.E., Cedar Springs, Michigan, on the 13th day of January, 2025, at 7:30 p.m.

PRESENT: Members: Stout, Anielski, Ellick, Willoughby, Hoskins

ABSENT: Members: none

The following preamble and resolution were offered by Member Willoughby and seconded by Member Anielski:

RESOLUTION NO. 25-01

RESOLUTION TO ADOPT TOWNSHIP PAID SICK LEAVE POLICY

WHEREAS, Township of Solon (the “Township”) does not have a formal policy regarding paid sick leave for its employees;

WHEREAS, new State paid sick leave requirements under the Michigan Earned Sick Time Act (“ESTA”) are set to become effective on February 21, 2025;

WHEREAS, the Township Board determines it is necessary and in the best interest of the Township to adopt a formal Paid Sick Leave Policy which conforms with the requirements of ESTA.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. The Township hereby adopts the Paid Sick Leave Policy, attached hereto as Exhibit A, which shall be applicable for Township employees.
2. The Paid Sick Leave Policy shall become effective on February 21, 2025.

3. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

AYES: Stout, Anielski, Ellick, Willoughby, Hoskins

NAYS: none.

RESOLUTION DECLARED ADOPTED.

Dorothy Willoughby, Township Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Township of Solon at a regular meeting thereof held on the date first stated above, and I further certify that public notice of such meeting was given as provided by law.

Dorothy Willoughby, Township Clerk

EXHIBIT A
TOWNSHIP OF SOLON
PAID SICK LEAVE POLICY

The Township of Solon (the “Township”) adopts this policy to comply with Michigan’s Earned Sick Time Act (“ESTA”), related to leave requirements. Accordingly, effective February 21, 2025, all Township employees are entitled to paid sick leave under this policy.

A. For the purposes of the Township’s Paid Sick Leave Policy (the “Policy”), the following definitions apply:

1. “Employee” means an individual engaged in service to the Township in the business of the Township. This includes all full-time, part-time, temporary and seasonal Township employees.
2. “Family member” includes all of the following:
 - (a) 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.
 - (b) 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.
 - (c) A person to whom the employee is legally married under the laws of any state or a domestic partner.
 - (d) A grandparent.
 - (e) A grandchild.
 - (f) A biological, foster, or adopted sibling.
 - (g) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

B. Employees may use paid sick leave for any of the following reasons:

- The employee’s or the employee’s family member’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;

- 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.
- C. All employees, including full-time and part-time employees, will earn one hour of paid sick leave for every 30 hours worked, with such accrual starting on February 21, 2025, or upon the employee's date of hire, if the employee is hired after February 21, 2025.
- D. Township employees that are exempt from overtime requirements are assumed to work 40 hours in each workweek unless the employee's normal workweek is less than 40 hours, in which case earned sick time will accrue based upon hours worked by that employee in a normal workweek.
- E. Paid sick leave is paid on the basis of the employee's rate of pay at the time paid sick leave is used.
- F. Employees are not permitted to use paid sick leave within the first thirty (30) days of the employee's employment with the Township.
- G. Employees must notify the Township of all foreseeable use of paid sick leave at least seven (7) days prior to the date the sick leave is to begin. Employees must notify the Township of all unforeseeable use of paid sick leave as soon as reasonably possible. Employees are required to use applicable call-in and notification procedures when notifying the Township of the need to use paid sick leave. Employees who take or plan to take 3 or more consecutive days of paid sick leave may be required to provide limited

documentation signed by a health care professional or other appropriate individual confirming the employee's need to use the leave.

- H. Employees may use paid sick leave in one (1) hour increments.
- I. An employee's use of paid sick leave, vacation time or any other paid or unpaid leave are not considered "hours worked" for the purposes of calculating an employee's earned paid sick leave. An employee's use of paid sick leave is also not considered "hours worked" for the purposes of calculating overtime.
- J. Unused paid sick leave will accumulate from year to year. Unused paid sick leave may not be converted to money. Except as otherwise approved by the Township Board, the Township will not pay employees for accrued, unused paid sick leave upon termination of employment for any reason.
- K. Employees are limited to using a maximum of seventy-two (72) hours of paid sick leave each fiscal year.

Effective: February 21, 2025

Adopted: _____