



Sick Time Policy:
Effective March 29, 2019

FOR MICHIGAN EMPLOYEES ONLY

Earning Paid Sick Time Leave

- Paid Medical Leave is accrued at a rate of one hour for every 35 hours worked, with a maximum accrual of one hour per week.
- The maximum benefit accrual is 40 hours per benefit year.
- The maximum hours of paid sick time that can be taken and paid is 40 hours per benefit year.
- The maximum amount of accrued hours that can be rolled over into the next benefit year is 40.
- The benefit year runs from the day your assignment begins and runs for one year.
If your assignment ends and you begin a new assignment, your accrued sick time will reset to zero and you will begin a new benefit year with a new 90 day waiting period.

Using Paid Sick Time

- You must notify Sentech of your intention to request Paid Sick Time by contacting your Sentech office either in person or on the office voice mail prior to the start of your shift. Exceptions will only be made in extraordinary circumstances.
- You **MUST** submit documentation for the reason you are requesting Paid Sick Leave along with a Paid Sick Time Request form within three calendar days of the day requested to Sentech. Failure to submit the required paperwork timely will result in you not receiving pay for the time off. Failure to provide acceptable documentation will result in the absence being considered an attendance violation.
- Paid Sick time request forms can be found on our website, www.sentechservices.com or at a Sentech office.
- Employees can begin using paid medical leave on their 91th consecutive calendar day without a break in service. You are considered to have a break in service if your assignment at a customer ends for whatever reason.
- Time must be used in one hour increments.
- Sick time hours will be paid at your straight time rate of pay for the pay period that you request the leave. Sick time hours do **NOT** count as hours worked toward over time.



Acceptable Reasons to Use Paid Sick Time and Required Documentation

Employee may use paid medical leave for any of the following:

- Eligible employee's mental or physical illness, injury or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventive medical care for the eligible employee.
 - Required Documentation:
 - Note from Health Care Provider that includes date of service and dates to be off work.
- The eligible employee's family member's mental or physical illness, injury or health condition; medical diagnosis, care, or treatment of the eligible employee's family members mental or physical illness, injury, or health condition; or preventive medical care for the eligible employee.
 - Required Documentation:
 - Note from Health Care Provider that includes date of service and dates to be off work.
- For closure of the eligible employee's primary workplace by order of a public official due to public health emergency; for an eligible 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 if it has been determined by the health authorities having jurisdiction or by a health care provider that the eligible employee or eligible employee's family members presence in the community would jeopardize the health of others because of the eligible employee's or family member's exposure to a communicable disease, whether or not the eligible employee or family member has actually contracted the communicable disease.
 - Required Documentation:
 - Documentation will vary for each case listed above, consult your recruiter for requirements.
- If the eligible employee or the eligible employee's family member is a victim of domestic violence or sexual assault, 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. If leave is requested under this section,
 - Required Documentation:
 - The following documentation are satisfactory:
 - A police report indicating that the eligible employee or the eligible employee's family member was a victim of domestic violence or sexual assault.
 - A signed statement from a victim and witness advocate affirming that the eligible employee or eligible employee's family member is receiving services from a victim services organization.
 - A court document indicating that the eligible employee or eligible employee's family member is involved in legal action related to domestic violence or sexual assault.

If you request leave for domestic violence or sexual assault against you or a family member, the documentation is NOT required to provide details of the violence.