

**COMINS TOWNSHIP SICK TIME POLICY**  
**POLICY 122**

At a Regular Meeting of the Comins Township Board held on May 27th, 2025 a motion was made by A. Barajas, seconded by L. Lewis, and carried, to adopt the Comins Township Sick Time Policy.

***EFFECTIVE: May 27<sup>th</sup>, 2025 : A. Barajas/L. Lewis***

## **COMINS TOWNSHIP SICK TIME POLICY**

### **POLICY 122**

Comins Township is committed to providing its employees with the time off necessary to address medical needs for themselves and their family members provides paid sick time in compliance with the Earned Sick Time Act (as amended). This policy applies to all employees, regardless of full-time, part-time, or paid-on-call, or temporary status

#### **A. Hourly Employees – Accrual of Sick Time Throughout the Year**

**Hourly** employees regardless of full-time, part-time, or paid-on-call, or temporary status accrue one (1) hour of paid sick time for every 30 hours worked. Current employees began accruing paid sick time as of February 21, 2025.

New employees begin accruing paid sick time on their first day of employment.

Employees shall carry over no more than **72 hours** of accrued but unused sick time from one year to the next.

#### **B. Salaried Employees - Frontloaded Sick Time**

In 2025 all **salaried / full-time** employees shall receive **72 hours** of paid sick time. In 2026 and after, all **salaried/ full-time** shall receive **72 hours** on **January 1<sup>st</sup>** of each calendar year. Newly hired employees shall receive prorated paid sick time based upon their hire date.

**Part-time salaried** employees shall receive prorated paid sick time based upon the Township's good faith estimate of hours worked annually. For instance, in 2025 an employee who works 20 hours per week shall receive **31 hours** of paid sick time. Paid sick time on **January 1<sup>st</sup>** of each subsequent calendar year.

Employees may use their frontloaded paid sick time bank immediately.

Employees shall not be permitted to carry over any unused paid sick time from one Calendar year to the next.

#### **C. General Rules for Using Paid Sick Time**

1. Employees may use accrued paid sick time in **1 hour** increments for scheduled work time.
2. Employees may use up to 72 hours of sick time each year.
3. Sick time will be paid at the employee's ordinary hourly rate of pay. If an employee receives more than one hourly rate of pay for reasons of working different positions for the Township, the rate paid will be based on the expected work to be performed on the day for which sick time is used.

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4. Employees may use the leave for the following purposes.
  - a. An employee or family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee or mental or physical illness, injury, or health condition; or preventative care for the employee or their family member.
  - b. An employee or a family member is the victim of domestic violence or sexual assault and needs time off for medical / psychological care, to obtain services from a victim services organization, to relocate, to obtain legal services, or to participate in any civil or criminal proceedings.
  - c. For a meeting 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.
  - d. For the closure of the employee's workplace or the employee's child's school or place of care if such locations are closed due to a public health emergency or it is determined by a health care provider that the employee or a family member's presence in the community would jeopardize the health of others due to exposure to a communicable disease.

Use of sick time for any reason other than listed in this policy may result in discipline up to and including termination of employment.

5. Employees will not be paid out for any accrued but unused sick time for any reason, including when they separate from employment with the Township.
6. Employees who are separated from employment for 2 or more months will have their paid sick leave bank reset to zero.

#### **D. Required Notice to Use Sick Time.**

When requesting sick time, employees shall adhere to the following rules:

1. If the need for sick time is foreseeable, for instance a medical appointment, the employee must provide notice at least **48 hours** in advance.
2. If the need for sick time is not foreseeable, the employee must call in before the start of their scheduled workday unless emergency circumstances do not permit that. In that case the employee must notify the Township as soon as is feasible.

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3. If an employee is absent for more than three (3) consecutive scheduled workdays, the Township may request documentation of the need for sick time from a health care provider and will pay the expense associated with obtaining such documentation.
4. Failure to provide notice or documentation as required in this policy may result in discipline up to and including termination of employment.

**ACKNOWLEDGEMENT**

I acknowledge receipt of this Policy and certify that I have read and understood it.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature