

Michigan Paid Medical Leave Policy* (Part-Time Employees)

Eligibility Effective March 29, 2019, all part-time employees in Michigan are eligible for Paid Medical Leave. The accrual and use of Paid Medical Leave is known in our Company systems as **Paid Sick Leave** or **PSL**.

Accruing PSL Part-time employees accrue PSL starting March 29, 2019 OR from their date of hire (whichever is later) at the rate of one hour of PSL for every 35 hours worked, and can accrue up to 40 hours per year.

Using PSL PSL may be taken in one-hour increments. Employees are entitled to use accrued PSL immediately after it has accrued with no waiting period. Employees can take up to 40 hours of PSL in a calendar year.
Employees may use PSL for reasons including, but not limited to:

- Sick time, for an employee or family member's mental or physical illness, including preventive medical care.
- Safe time, for reasons related to domestic violence, sexual assault, school closures due to a public health emergency, for an employee or an employee's family member.

Accrued PSL Balance Part-time employees can see their own accrued PSL balance in Workday by clicking on "My Time Off Balance" from the Workday home page.

PSL Carryover Up to 40 hours of unused PSL can be carried over from year to year.

Contact Please contact your Corporate Payroll Analyst with any questions regarding Paid Sick Leave and PSL calculations.

* In accordance with federal, state and local regulations, the Company reserves the right to amend, modify, change, suspend, cancel or terminate this policy at any time.