

**Belleville Area District Library
Personnel Committee Notes
September 27, 2024**

The meeting convened at 9:44 am.

The following persons were present: Linda Priest, Sharon Peters, and Mary Jo Suchy.

The committee reviewed the final draft of the proposed updates to the library's personnel policy. The draft included revisions to the paid sick time policy that were necessary to comply with the Michigan Earned Sick Time Act that the Michigan Supreme Court mandated in a ruling issued at the end of July.

The ESTA requires that every employee be entitled to one hour of sick leave for every 30 hours worked. There is no upper limit on how much paid sick time can be accrued. The library's old policy capped paid sick leave at 576 hours for a full-time employee and paid out one half of unused sick time if they left the library's employment. The ESTA does allow an employer to cap the amount of accrued sick time that can be taken per year. The minimum requirement is 72 hours per year.

The committee recommended that the library cap the annual amount of sick leave that can be taken per year to 480 hours for a full-time staff member. (This is equivalent to the 12 weeks that are mandated by the Family Medical Leave Act). The committee also recommended placing a cap on the top amount of sick time that the library will pay out if someone leaves employment – for a full-time employee it will be the lesser of the following: 50% of their banked sick leave or 288 hours. (The maximum amount that could be paid out in the library's old policy was 288 hours).

The committee reviewed the draft paid parental leave policy and recommended 8 weeks of leave to be taken in a twelve-month period.

The personnel policy, parental leave policy, and telecommuting policy will be recommended to the library board at their October 8, 2024, meeting.

The meeting adjourned at 10:39 am.