307 Paid Time Off (PTO)

Effective Date: 11/1/2010 Revision Date: 11/24/2025

The Authority offers Paid Time Off (PTO) to eligible employees. PTO is a flexible time-off policy that can be used for vacation, illness or injury (for you or a family member), and personal matters. It combines traditional vacation days, sick leave (in compliance with the Earned Sick Time Act), and personal time.

PTO Regular Full-Time Employees

Regular full-time employees are eligible for PTO. The amount of PTO you receive each year depends on how long you have been employed and whether you are an exempt or non-exempt employee. PTO is awarded annually to each employee on the anniversary of their hire date, and the amount of PTO awarded is determined by status and years of service. *(Refer to PTO Chart. 1 day = 8 hours)*.

Years of Service	Non-Exempt Employees	Exempt Employees
0 - 1 year	10 days	12 days
1 year	11 days	13 dayd
2-4 years	12 days	17 days
5-9 years	17 days	22 days
10+ years	22 days	27 days

We calculate the length of your eligible service on the basis of a "benefit year." A "benefit year" is the 12-month period that begins when you become eligible to be awarded PTO.

Leaves of absence may affect your PTO awarded date. Refer to the Leave of Absence policy for details.

PTO – Regular "Part-Time A" Employees

Part-time employees receive 64 hours of PTO following their initial hire date and may begin using PTO after 120 days of employment. They will receive 64 hours of PTO each year on their anniversary date.

PTO – Regular "Part-Time B" Employees

Part-time employees receive 40 hours of PTO following their initial hire date and may begin using PTO after 120 days of employment. They will receive 40 hours of PTO each year on their anniversary date.

You can request to use PTO after it is awarded. You may not take less than 1 hour of PTO at a time.

Unscheduled PTO

If you need to be absent from work unexpectedly (illness) or decide that you would like time off for personal or other reasons, you should contact your supervisor at least one (1) hour before the scheduled start of your workday.

Taking unplanned PTO, unless due to illness or any reasons under the ESTA, is subject to your immediate supervisor's approval, based on staffing needs and other relevant circumstances and may be denied. The Authority reserves the right to require proof of necessity for unplanned PTO. Your supervisor must also be contacted on each additional day of an unexpected absence.

Scheduled PTO

To schedule planned PTO, employees must complete a PTO request through the UKG Ready software system as far in advance as possible, as PTO is granted on a first come-first approved basis. Advance submission of your PTO request increases the chances that your dates will be approved so that you can make plans. Each request will be reviewed based on a number of factors, including operational needs and staffing requirements (i.e. Tulip Time).

You will be paid for PTO at your base pay rate as of the time of the absence. PTO pay does not include overtime or any other forms of compensation. If you use PTO for an extended absence because of an illness or injury, you also must apply for any other available compensation and benefits, such as workers' compensation *(if work related*). Your PTO will be used to supplement any payments that you are eligible for from workers compensation or the Authority-provided disability insurance programs. The combination of these disability payments and your PTO may not be more than your normal pay.

Carrying Over PTO – Capping of PTO

If you do not use your available PTO by the end of the benefit year, you may carry over the unused PTO to the next benefit year. **PTO time is capped at 240 hours** (6 weeks for regular full-time employees). This is done to ensure that employees take time off from work, which is necessary for your mental and physical well-being and to ensure optimum job performance. If the total amount of your unused PTO reaches the "cap" amount of 240 hours, you will not be awarded additional PTO until the next benefit year (on the employee's anniversary date) according to the years of service schedule.

Employees who separate from their employment in good standing will be paid for any unused PTO that was awarded through the last day of work.

Notice Requirements

Employees should notify their supervisor at least 1 hour in advance if they need to use sick time, unless it is an emergency situation.

For sick leave of more than three consecutive days, MAX may require reasonable documentation that the sick leave has been used for a permissible purpose. Upon request, the employee must provide this documentation in not more than 15 days after the request. The required documentation should not include a description of the illness or details of the violence. If MAX requires documentation, the employee will be reimbursed for all out-of-pocket expenses the employee incurs in obtaining the documentation. MAX cannot delay commencement of the leave based on a failure to receive documentation.

If an employee uses all of their PTO time on vacation and has no PTO left for

sick time, MAX, at its sole discretion, may allow the employee to use unpaid time for any further occurrences.

Payout of unused PTO upon termination of employment is at the sole discretion of MAX.

Earned Sick Time Act (ESTA) Compliance
This policy is designed to comply with the Earned Sick Time Act of 2025. Should any provisions of this policy conflict with the law, MAX will make necessary adjustments to ensure full compliance.

Sick time may be used for reasons set forth in Michigan's Earned Sick Time Act, ("ESTA"), MCL 408.964. Time used pursuant to the ESTA may be taken in increments as small as one hour. ESTA requires that an employer allow sick time for:

(a) The employee'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.

(b) For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the employee.

(c) 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.

(d) 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

(e) 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, whether or not the employee or family member has actually contracted the communicable disease.

Policy Changes
MAX reserves the right to amend or modify this policy as necessary to comply with changes in the law, operational needs, or other business requirements. Employees will be notified of any changes in writing.