This is a template document that supervisors may use to document departmental procedures for requesting sick time. The document may be modified, however, certain aspects are required for compliance with the Act. Please request HR review of any modifications. Departmental procedures for requesting sick time must be provided to all employees upon hire, and within 5 days of any changes to the procedures. If you have any questions, please contact Employment Services at emplsvcs@cmich.edu or (989)774-2010.

Procedures for Requesting Sick Time:
The purpose of these procedures is to outline the process for requesting sick time.

First and foremost, if you feel ill, you are encouraged to take time needed to rest and heal.

Employees are required to notify their supervisor of their need to use sick time for foreseeable and unforeseeable reasons as outlined below. The notification should be made via text, phone call, or email before the employee's scheduled shift or as soon as practicable.

1. Foreseeable Sick Time Requests

- **Definition**: A foreseeable sick time request is one that can be anticipated ahead of time, such as medical appointments, scheduled treatments, or planned surgeries.

- **Procedure**:

    - The employee should notify their supervisor as early as possible but no less than **7 days in advance** of the planned absence, or as soon as practical if there is a change in circumstances or medical emergency.

    - The employee may contact the supervisor through:
        - **Text** (preferred method for quick communication)
        - **Phone call**
        - **Email**

    - The communication should include:
        - The general reason for the sick leave request, sufficient enough for the supervisor to determine whether the leave meets the eligible uses under the ESTA (e.g., doctor's appointment for self, scheduled medical procedure for child, etc.).
        - The expected duration of the absence.

    - If an employee is unable to provide 7 days' notice due to an emergency scheduling issue, they should inform their supervisor as soon as possible.

2. Unforeseeable Sick Time Requests

- **Definition**: An unforeseeable sick time request is one that occurs unexpectedly, such as illness or injury that prevents the employee from coming to work.

- **Procedure**:
    - The employee should notify their supervisor before the start of their scheduled shift or as soon as practicable.

    - The employee may contact the supervisor through:
        - **Text** (preferred method for quick communication)
        - **Phone call**
        - **Email**
    - The communication should include:
        - The general reason for the sick leave request, sufficient enough for the supervisor to determine whether the leave meets the eligible uses under the ESTA.
        - The expected duration of the absence.

    - In case of an emergency, if the employee is unable to reach their supervisor directly, they should leave a message indicating they will be absent and provide an alternative method for the supervisor to reach them.

3. Verification of Sick Time Use

- Employees *may* be required to provide verification of the need for sick leave for absences longer than **3 consecutive workdays**.
- Verification may include a doctor's note, hospital records, or other forms of documentation, depending on the nature of the absence.
- Employees are encouraged to discuss with their supervisor if they anticipate needing to take extended sick leave.

4. Noncompliance with Notification Procedures

- If an employee fails to notify their supervisor as required, it may be considered an unapproved absence, subject to disciplinary action according to university policy.
- Repeated failure to comply with notification procedures may result in further disciplinary action up to and including termination.