

DATE: May 11th, 2026

A RESOLUTION TO ESTABLISH A PERSONAL TIME OFF (PTO) POLICY FOR ALL VILLAGE EMPLOYEES IN COMPLIANCE WITH THE MICHIGAN EARNED SICK TIME ACT (ESTA)

WHEREAS, the Village of Pinckney seeks to maintain clear, consistent, and equitable employment policies; and

WHEREAS, the current structure of employee leave policies lacks uniformity and creates administrative inconsistencies; and

WHEREAS, the Village Council desires to establish a standardized Personal Time Off (PTO) policy applicable to Village employees; and

WHEREAS, the Village recognizes the importance of complying with the Michigan Earned Sick Time Act (ESTA) and applicable federal laws;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Pinckney adopts the following Personal Time Off (PTO) policy:

1. Eligibility

Personal Time Off (PTO) shall be available to all Village employees, including both full-time and part-time staff, **excluding employees covered under a collective bargaining agreement (CBA), including Police Union employees, whose benefits shall be governed by the terms of their respective union contract. In the event of any conflict between this policy and a collective bargaining agreement, the collective bargaining agreement shall control.**

2. PTO Allocation

- Full-time employees shall receive one hundred twenty (120) hours of PTO annually.
- PTO shall be front-loaded and made available to employees beginning on their date of hire and at the start of each subsequent benefit year.
- Part-time employees shall receive PTO in an amount that ensures compliance with the Michigan Earned Sick Time Act (ESTA), as administered by the Village.

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3. Use of PTO

PTO under this policy shall satisfy the requirements of the Michigan Earned Sick Time Act (ESTA) and may be used for the following purposes:

- The employee’s own mental or physical illness, injury, or health condition, including medical diagnosis, care, treatment, or preventative care.
- The care of a family member with a mental or physical illness, injury, or health condition, including medical diagnosis, care, treatment, or preventative care
- Absences related to domestic violence or sexual assault affecting the employee or a family member, including medical care, counseling, legal services, or relocation.
- Closure of the employee’s primary workplace by order of a public official due to a public health emergency
- Care of a child whose school or place of care has been closed by order of a public official due to a public health emergency.
- Exposure to a communicable disease where the presence of the employee or a family member would jeopardize the health of others.
- Attendance at meetings at a child’s school or place of care related to the child’s health or disability

PTO shall be administered in accordance with applicable Michigan law and Village administrative procedures.

4. Non-Rollover Policy

PTO shall operate under a “use it or lose it” structure. Any unused PTO shall not roll over into the following year, consistent with front-loading provisions under Michigan law.

5. Compliance with Law

This policy is intended to comply with the Michigan Earned Sick Time Act (ESTA) and all applicable state and federal laws.

Salaried employees classified as exempt under the Fair Labor Standards Act (FLSA) shall be presumed to work forty (40) hours per week for purposes of compliance, unless their normal workweek is less.

BE IT FURTHER RESOLVED, that the Village Clerk and/or designated administrative staff are authorized to implement and administer this policy and update internal systems accordingly.

DATE: May 11th, 2026

EFFECTIVE DATE:

This Resolution shall become effective upon its adoption by the Pinckney Village Council and publication in accordance with applicable law.

X

Jeffrey A Buerman
President Village of Pinckney

X

Andrea McCall
Clerk Village of Pinckney

Village Council Member _____ offered the foregoing Resolution and moved its adoption. The motion was seconded by Village Council Member _____, and upon being put to a vote, the vote was as follows:

- Jeffrey A Buerman, President
- Justin Bierman – President Pro-temp
- Stacy Conquest, Trustee
- Rob Coppersmith, Trustee
- Trisha Wagner, Trustee
- Nick Kane, Trustee
- Jo Self, Trustee

The President thereupon declared this Resolution approved and adopted by the Village of Council of the Village of Pinckney this 11th day of May 2026.

I hereby certify that the foregoing constitutes a true and complete copy Resolution No. _____ adopted by the Village Council of the Village of Pinckney, County of Livingston, Michigan at a regular meeting held on Monday May 11th, 2026.

X

Andrea McCall
Village Clerk