

Compassionate Care

“A Legacy of Caring for Michigan Families.”

!! Earned Sick Time Act

Compassionate Care is committed to providing exceptional home care services. It is our vision to be one of the top home care agencies in Michigan and the employer of choice for Michigan care professionals by consistently delivering the highest-quality, most compassionate home health care services and continually investing in the development of our team. We recognize and appreciate the vital role that each member of our team contributes to this level of quality care. CCHHS further recognizes that providing paid leave is a benefit that many individuals appreciate from their employer.

In compliance with the Earned Sick Time Act (ESTA), updates have been made to our leave policy. We have established a new leave policy effective February 21, 2025. This new policy replaces all previously established policies.

Any leave time earned prior to February 21, 2025 will remain available and will be rolled into the new accrual benefit. Employees will begin accruing paid leave under the new PTO/ESTA beginning on February 21, 2025. Any leave time earned by employees beginning on February 21, 2025 must be used in accordance with the newly established PTO/ESTA policy.

Please review the new policy, sign the acknowledgements, and return to your supervisor. Personnel files will not be considered updated without these signed acknowledgements. If you have further questions regarding ESTA or the new leave policy, please refer to the ESTA posters located in your home office, updated handbook found online, or contact Human Resources at 989-345-7801. These updated policies and forms have been mailed to all employees. If you have not received them in the mail, please reach out to your supervisor.

Thank you for all you do and for being a part of the Compassionate Care team!

Please Don't Share!

If you're not feeling well, please avoid stopping by the office. Utilize the drop box for anything you may need to drop off and call ahead if you need to pick anything up. Office staff can always get what you need together and set the items outside so that exposure to illnesses can be at a minimum.



If you absolutely need to come into the office while sick, you will be asked to wear a mask.

Check Stubs

There has been a large increase in requests for copies of check stubs or W-2's that were lost in the mail. All employees have access to those documents by utilizing their log-in with Paychex Flex. If you have forgotten your log-in information, please visit the Paychex Flex website and use the "forgot username or password" option to reset your log-in information.

Information on Paychex Flex can be found on the Team Resources page of the website:
www.wwwwww.compassionatecaremi.com/team-resources/

MONTHLY TRAININGS

Code of Conduct

Basic Understanding of Heart Attack

Effectively Dealing with Anger in Clients

Contact your office if you would like these trainings.



20+ Things to Do in Michigan: Your Ultimate Spring Bucket List

After a cold winter, all of Michigan celebrates the arrival of spring. Consider adding these things to do in Pure Michigan to your spring travel bucket list.

1. Dust off your bicycle
2. Pick (and taste) Morel Mushrooms
3. Attend a flower festival
4. Go golfing
5. Ride in a Model T
6. Toast Michigan Wine Month
7. Return to Isle Royale National Park
8. Open Mackinac Island's Grand Hotel
9. Revisit a farmers market
10. Visit a botanical garden
11. Start up your boat
12. Find your rod and reel
13. Enjoy Eastern Market Flower Day
14. Hunt for Petoskey stones
15. Enjoy music outdoors
16. Eat an ice cream cone
17. Hike a wildflower trail
18. Lace up your running shoes
19. Watch the Soo Locks open
20. Scout migrating birds
21. Catch a baseball game
22. Spend spring break at a water park
23. Take advantage of early-season deals

Visit the Pure Michigan website for details on this Spring Bucket List!

<https://www.michigan.org/article/trip-idea/things-do-michigan-your-ultimate-spring-bucket-list>



Safety Reminders

Employees are not allowed to move furniture or large appliances when cleaning. If you are being asked to provide a service that is not on the client's plan of care, please contact the office immediately.

If weather is bad on the day you are turning in paperwork, please use caution. If roads are unsafe, please mail your paperwork or wait until the next day to turn it in. We would rather your paperwork be a little late than you risk injury.

Gloves must also be worn when completing personal care, cleaning, or handling food.

Consistently and thoroughly wash your hands throughout the day utilizing proper hand-washing techniques.

Update the office of any coronavirus-related health changes for yourself, your clients, or anyone in a client home.

If weather is bad on the day you are turning in paperwork, please use caution. If roads are unsafe, please mail your paperwork or wait until the next day to turn it in. We would rather your paperwork be a little late than you risk injury.



There's something abuzz in the offices! You may have noticed some busy bees in your local office. These friendly bees are part of our new marketing theme for 2025!

Bee-lieve in the Power of Home Care!

We had so much fun incorporating these little guys into our marketing campaign. They will be buzzing around for the 2025 year before going into hibernation.



Alpena

1223 S. State St, Ste A
Alpena, MI 49707

P: 866-354-0440
F: 989-354-0442

Mid-Michigan

6165 Bay Rd, Ste B
Saginaw, MI 48604

P: 877-496-1928
F: 989-792-3402

Traverse City

3134 Logan Valley Rd
Traverse City, MI 49684

P: 888-601-5491
F: 231-929-5493

West Branch

515 Progress St
West Branch, MI 48661

P: 877-821-2210
F: 989-345-7050



Paid Time Off/Earned Sick Time Act Policy Acknowledgement

Beginning February 21, 2025, Compassionate Care Home Health Services, Inc. (CCHHS) has modified our PTO and leave policies to be inclusive of the Earned Sick Time Act (ESTA). We will offer PTO/ESTA to all employees that meet the eligibility requirements as detailed in CCHHS policy.

- ALL employees regardless of status (full-time, part-time, temporary, seasonal, hourly, salary, etc.) will begin accruing one hour of paid time off (PTO)/paid sick time (ESTA) for every 30 hours worked as of 2/21/25 or your start date, whichever is later.
- The use of your accrued PTO/ESTA is subject to an initial 90-day waiting period (probationary period for new hires) and will not exceed 120 days.
- Accrued sick time can be used in one hour increments with as much notice as is practicable given the circumstances of the absence. For PTO requests, at least 30 days' notice is required. For ESTA absences, no more than 7 days' notice is required for foreseeable situations and 4 hours' notice for unforeseeable situations. Under an extreme circumstance, such as incapacitation, notice must be given as soon as practicable.
- Once accrued, employees are limited to use a maximum of 72 hours of PTO/ESTA per benefit year.
- Any accrued, unused PTO/ESTA will carryover from year to year.
- For the purposes of this policy, CCHHS defines a 'year' as the employee's year of service.
- Accrued, unused sick time is NOT eligible for payout at the time of separation nor at the end of a benefit year.

Employees can use accrued sick time for any of the following reasons:

- 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.
- 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 members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
- 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.
- 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
- For the 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.

You will not be penalized or retaliated against in any way for requesting or using your accrued paid sick time for the purposes designated under the ESTA. Employees who feel as though their rights under this act have been violated can file a complaint with the Wage and Hour Division of the Michigan Department of Labor and Economic Growth.

I acknowledge receipt of the above information for eligibility in relation to the Compassionate Care PTO/ESTA policy.

Employee Name (Printed)

Employee Signature

Date



**Nonexempt Field Staff Employee Paid Time Office (PTO)/Earned Sick Time (ESTA)
Acknowledgement and Signature Page**

I, _____, understand that the Paid Medical Leave (PMLA) policy has been replaced by the new PTO/ESTA policy effective February 21, 2025. I have received a copy and access to the new leave policy. I have read the new leave policy and understand its contents. I agree to comply with the new leave policy.

I also understand the notification of absence policy and agree to comply with it.

Compassionate Care Home Health Services reserves the right to amend policies at any time.

Employee Signature

Date

We are

Hiring

Refer a Friend Bonus!



Requirements:

- Refer a friend to work at Compassionate Care.
- They put your name on the application.
- They get hired and work 90 days, YOU get paid \$150!
- They work 365 days, you get paid another \$150!
- Repeat and earn more bonuses!

Applicants may apply here:

[CompassionateCareMi.com/
employment-application/](http://CompassionateCareMi.com/employment-application/)

Some exceptions may apply. Referring employee must remain employed in order to receive bonus(es). Newly referred employee must successfully complete 90 days and 1 year employment without disciplinary action in order for referring employee to receive bonus(es). Referring employee's name must be indicated on the applicant's application. This referral bonus is not retroactive. Administrative staff are not eligible. This referral incentive may end at any time without notice.

