



MICHIGAN'S EARNED SICK TIME ACT: SAMPLE EMPLOYEE NOTIFICATION LETTER

UPDATED ON 2/26/25

DATE

Re: Earned Sick Time Act Notification Letter

Dear NAME,

Effective DATE *(2/21/25 or 10/1/25 for employers with 10 or less employees)*, COMPANY NAME will make the following changes to our paid time off policies in compliance with Michigan's Earned Sick Time Act:

- ALL employees regardless of status (full-time, part-time, temporary, seasonal, hourly, salary, etc.) will begin accruing one hour of paid sick time for every 30 hours worked as of the effective date above or your start date, whichever is later. *(Customize this section if you are combining your sick time with another paid time off bank.)*
- The use of your accrued paid sick time is subject to an initial 120-day waiting period. *(Optional language – allowed for new hires **only** in an accrual system. Employers offering a frontloaded system cannot impose a waiting period.)*
- Accrued sick time can be used in one-hour increments with as much notice as is practicable given the circumstances of the absence. *(If you have call-in or notice procedures that you want employees to follow, be sure to reference those here.)*
- Once accrued, you can use up to 72 hours of sick time each year. *(If you are a small employer with 10 or less employees you can limit usage to 40 hours/year. Customize this section if you are combining your sick time with another paid time off bank.)*
- Any accrued, unused sick time will carryover from year to year up to 72 hours maximum. *(Small employers can cap carryover at 40 hours. Employers who choose to frontload all sick time hours at the start of the benefit year can eliminate carryover provisions altogether, as can employers who choose to pay out for unused sick time hours at the end of the benefit year.)*
- For the purposes of this policy, COMPANY NAME defines a 'year' as beginning on _____ and running for 12 consecutive months.

- Accrued, unused sick time **is/is not** eligible for payout at the time of separation **nor** at the end of a benefit year. ***(Customize based upon your preference. Payout is not required by law.)***

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

- (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 members' mental or physical illness, injury or health condition; or preventive 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 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 above. 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.

Please direct any questions regarding this policy change to NAME.

Sincerely,

NAME

This document was created by HRM Services to aid in employer compliance with the ESTA and is not meant to be used as legal advice. The information contained herein is subject to change.

QUESTIONS



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