**Policy for Employee Handbook**

**Earned Sick Time Act (ESTA) Policy**

[Company Name] complies with the Michigan Earned Sick Time Act, which allows employees to accrue and use earned sick time for qualifying reasons.

**Accrual and Use**

* Employees earn 1 hour of sick time for every 30 hours worked.
* Employers with 10 or fewer employees: Employees may use up to 40 hours of paid earned sick time per year.
* Employers with 11 or more employees: Employees may use up to 72 hours of paid earned sick time per year.
* Sick time begins accruing on the first day of employment, but employees may be required to wait up to 120 days before using accrued time.
* Unused earned sick time may either be carried over to the next year (up to 72 hours) or paid out, per the employer’s written policy.

**Permissible Uses**

Earned sick time may be used for:

* Personal or family illness, injury, or preventative medical care.
* Situations involving domestic violence or sexual assault (medical care, legal services, relocation).
* School or childcare closures due to public health emergencies.

**Notice and Documentation**

* Employees should provide notice as soon as practicable when using sick time.
* In certain cases, reasonable documentation may be required for absences exceeding three consecutive days.

**Non-Retaliation Policy**

* Employees cannot be disciplined or penalized for using sick time under ESTA.
* Use of ESTA sick time cannot be treated as an absence that leads to disciplinary action.

For more information about this policy or your rights under ESTA, please contact [HR Contact Name] at [email/phone].

**Disclaimer:**

This policy is provided by Van Wyk Risk Solutions as a sample resource for informational purposes only and does not constitute legal advice. Employers are encouraged to seek legal counsel or HR guidance to ensure that their policies are compliant with the Earned Sick Time Act and other employment laws.