**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.
	+ Fewer than 10 employees: Up to 40 hours of paid and 32 hours of unpaid sick time annually.
	+ 10 or more employees: Up to 72 hours of paid sick time annually.
* Earned sick time begins accruing on the first day of employment and may be used as it is accrued.

**Permissible Uses**

Earned sick time may be used for:

* Personal or family member illness, injury, or medical care.
* Situations involving domestic violence or sexual assault.
* 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 circumstances, documentation may be required.

**Non-Retaliation Policy**

[Company Name] prohibits retaliation against employees who use earned sick time or exercise their rights under the Act.

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.