**Written Notice to Employees**

**Subject:** Important Information About Your Rights Under the Earned Sick Time Act

Dear [Employee Name],

We are committed to ensuring that you are informed about your rights under the Michigan Earned Sick Time Act (ESTA). This law allows eligible employees to accrue and use earned sick time for various qualifying reasons, including personal or family illness, preventative care, and other situations outlined under the Act.

**Key Points:**

* **Earned Sick Time Accrual:** Employees earn 1 hour of sick time for every 30 hours worked.
  + Employers with 10 or fewer employees may limit an employee’s use of paid earned sick time to 40 hours per year and provide up to 32 additional hours of unpaid sick time if needed.
  + Employers with 11 or more employees must provide up to 72 hours of paid earned sick time per year but are not required to allow employees to use more than this amount.
* **Usage:** Sick time can be used for personal or family health needs, certain school meetings, or situations related to domestic violence or public health emergencies.
* **Retaliation Prohibited:** Exercising your rights under this Act will not result in disciplinary action or retaliation.

A **workplace poster** summarizing your rights under ESTA is displayed in [location of poster].

Additionally, we have attached the workplace poster for your reference.

If you have any questions about the Earned Sick Time Act or how it applies to you, please feel free to contact [HR Contact Name] at [email/phone].

Sincerely,  
[Employer Name/HR Contact]

**Disclaimer:**  
This letter is provided by Van Wyk Risk Solutions for informational purposes only and does not constitute legal advice. Employers should consult with their legal counsel or HR advisors to ensure compliance with the Earned Sick Time Act and other applicable laws.