

Earned Sick Time Act (ESTA)

Effective February 21, 2025, all eligible employees, including full-time, modified full-time, part-time, temporary, faculty, and student employees, will receive earned sick time. Employees will either have sick time frontloaded or earn one (1) hour of sick time for every 30 hours worked. However, no employee may use more than 72 hours of earned sick time in any fiscal year.

Newly hired employees will begin accumulating sick time from their date of hire. However, they must complete 90 days of employment before they can use the sick time they have accrued. The benefit year aligns with the fiscal year and runs from **July 1 to June 30** of the following year. Eligible union employees will receive their earned sick time upon the expiration of their collective bargaining agreement.

Reasons to use ESTA

Employees may take earned sick time for any of the following:

- Employee's illness, injury, and/or disability; or preventative medical care for the employee.
- Employees' own appointments with duly licensed health care providers, including physicians, surgeons, osteopaths, dentists, psychiatrists, counselors, etc.
- Emergency illness, injury, and/or disability of an employee's spouse or dependent or preventative medical care for a family member of the employee.
- Such emergency must require the attendance of the employee for home care or hospital care or be necessary due to the critical or serious condition of the family member's health.
- To bring an employee to pay for an approved qualified FMLA event.
- 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.

- 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 contracted the communicable disease.

Eligibility

Full-time, part-time, temporary, faculty, and student employees will receive sick time either frontloaded or accrued based on their employment type. The ESTA applies to work performed by employees physically located in Michigan, regardless of the employer's location. Employees will accrue one (1) hour of earned sick time for every 30 hours worked or receive 72 hours of paid earned sick time at the beginning of the fiscal year for immediate use.

Documentation and Recordkeeping

- Eligible employees may use their accrued sick time in quarter-hour increments and can only take this time during their regularly scheduled workdays and hours. Employees should notify their supervisor as soon as possible—ideally, within 15 minutes before the start of their typical workday—each day they plan to use sick time. If the need for earned sick time is foreseeable, the employer may require advance notice, which cannot exceed seven (7) days, prior to the date the sick time is to begin. If the need for earned sick time is unforeseeable, employees must notify their supervisor immediately. The employer reserves the right to request "reasonable documentation" to confirm that the earned sick time has been used for an acceptable purpose if it extends beyond three consecutive days. When requested, employees must provide this documentation to Human Resources within 15 days. If an employee incurs costs for a doctor's note, they should submit a receipt for reimbursement to Human Resources.
- Like other leave benefits, the ESTA may run concurrently with FMLA-approved leave, provided that the leave meets FMLA requirements. Once ESTA leave is exhausted or not applicable for FMLA-covered leave, FMLA provisions will take effect.

Carryover and Termination

- Employees who accrue sick time are eligible to carry over up to 72 hours from fiscal year to fiscal year. Those who receive a front-loaded amount are ineligible for carryover but can use up to 72 hours each year. Additionally, earned sick time will not accrue while the employee is on documented leave and thus not working. Employees are not eligible to use the earned sick time or any other accrual on their last day of employment. Furthermore, there is no sick leave payment upon termination of employment.
- Employees separated from employment for 6 months or less maintain all accrued earned sick time before the separation, begin accruing additional hours upon reemployment, and may use any accrued hours.
- Employees transferred to another classification, part-time or temporary, or location with the same employer maintain all accrued hours and continue accruing hours.
- Employees separated from employment with the same employer for more than 6 months lose all accrued, unused earned sick time unless the employer's policy allows these hours to be maintained.
- Under the ESTA, Human Resources will not pay employees for unused earned sick time at separation.

Other Information

For more information, please contact the Human Resources Department at hr@udmercy.edu refer to Michigan's Department of Licensing and Regulatory Affairs, Wage and Hour Division at [Paid Medical Leave Act](#).