

Q. Are all my employees eligible to accrue and use paid sick leave?

A. Yes, your employees are eligible to accrue, and use paid sick leave. This includes full-time, part-time and seasonal employees.

Q. How is time accrued?

A. Employees accrue 1 hour of sick time for every 30 hours worked and approved by their employer. Employees will earn a maximum of 40 hours of sick time per year, based on hours worked.

Q. When does an employee's time start to accrue?

A. On the effective date of the Act October 01, 2025. New employees are subject to a 120-day waiting period before they may use earned sick time.

Q. When is earned sick time available for use by an eligible employee?

A. Employees must wait until the 120th calendar day after the implementation of the Earned Sick Time Policy or after their employment start date before using accrued earned sick time.

Q. How is a "year" defined for purposes of accrual of time?

A. The year is defined by a calendar year.

Q. For what purposes may an employee use sick time?

A. The ESTA goes beyond what many employers include under their sick leave policies today. While we encourage you to review the language at the ESTA link provided below, it allows employees to sick leave for any of the following:

ESTA: <https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/WAGE-HOUR/LEO-ESTA-FAQ>

1. Physical or mental illness, injury, or health condition of the employee or his or her family member
2. Medical diagnosis, care, or treatment of the employee or employee's family member
3. Preventative care of the employee or his or her family member
4. Closure of the employee's primary workplace by order of a public official due to a public health emergency
5. The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency
6. The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider
7. Meetings at a child's school or place of care related to the child's health or disability.

Q. Who is considered a “family member” under the ESTA?

A. “Family member,” as defined under the Act, includes “a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis”; a biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an employee; a spouse; or a person who stood in loco parentis when the employee was a minor child. Family members also include grandparents, grandchildren, biological, foster, and adopted siblings, any person to whom the employee is legally married under the laws of any state, and “an individual whose close association with the employee is the equivalent of a family relationship.

Q. Where can I see my accrued sick time balance?

A. Your sick time balance will be displayed on your paystub.

Q. How do I submit sick time?

A. Employees may submit an Earned Sick Time Act – Timesheet, which can be found on our website:
<https://passelfdirection.com/wp-content/uploads/2025/09/PAS-Accrued-Pay-Timesheet-09.25.pdf>

Employees and employers must sign and date the form. The form should be submitted to **ab@PASSelfdirection.com** or via fax.