

MICHIGAN EARNED SICK TIME ACT

October 1, 2025

Re: **Earned Sick Time Act Notification Letter**

Effective October 1, 2025, the State of Michigan requires that all employers provide sick time to their employees. As your Fiscal Employer Agency, PAS (Personal Accounting Services) will implement updates to your employer's paid time off policies to ensure compliance with *Michigan's Earned Sick Time Act* regulations:

- ALL employees regardless of status (full-time, part-time, temporary, seasonal, hourly, salary, etc.) will begin accruing one hour of paid sick time for every **30 hours** worked as of the effective date above or your start date, whichever is later.
- The use of your accrued paid sick time is subject to an initial 120-day waiting period.
- Accrued sick time can be used in one-hour increments with as much notice as is practicable given the circumstances of the absence.
- Employees may accrue and use up to 40 hours of sick time each year. The total amount of sick time accrued is dependent on hours worked.
- Employees may carry over up to 40 hours of sick time into the next year. Any hours above 40 will be forfeited.
- For the purposes of this policy, Personal Accounting Services defines a "year" as a calendar year, commencing on January 1st and continuing for twelve consecutive months.
- Accrued, unused sick time is not eligible for payout at the time of separation nor at the end of a benefit year.
- Employees can use accrued sick time for any of the following reasons:
 - Leave may be used for mental or physical health care, diagnosis, or treatment of the employee's or their family member's illness, injury, or preventive care.
 - It also covers time off due to domestic violence or sexual assault, including medical or psychological care, victim services, relocation, legal proceedings, or related civil or criminal matters.
 - Leave is permitted for school or care-related issues related to a child's health, disability, or impacts from domestic violence or sexual assault.
 - Additionally, leave is authorized for public health emergencies, such as business closures by public officials, caring for children during such closures, or when health authorities or providers determine community safety is threatened by exposure to a communicable disease.

You will not be penalized or retaliated against in any way for requesting or using your accrued paid sick time for the purposes designated above. Employees who feel as though their rights under this act have been violated can file a complaint with the Wage and Hour Division of the Michigan Department of Labor and Economic Growth.

For additional information, please refer to the enclosed **Frequently Asked Questions**.

Sincerely,
Personal Accounting Services
On behalf of your Employer

This document was created to aid in employer compliance with the ESTA and is not meant to be used as legal advice. The information contained herein is subject to change.