MICHIGAN EARNED SICK TIME ACT

Earned Sick Time for Temporary Staff

As of February 21, 2025, temporary staff are entitled to earned sick time under the Michigan Earned Sick Time Act (ESTA). Employees accrue one hour of paid sick time for every 30 hours worked, but shall not be entitled to use more than 72 hours of paid earned sick time per calendar year. Accrued, unused sick time, up to 72 hours, will carry over to the next calendar year.

Permissible Uses for Earned Sick Time:

Sick time is to be used in 1-hour increments and can be used for:

- An employee's own illness, injury, or medical appointment
- Care for a family member's illness, injury, or medical appointment

For a complete list of permissible uses, refer to the Helpful Resources section below.

How to Check Your Sick Time:

Temporary staff can view their earned sick time accrual balance in the university's time and attendance system, TimeClock Plus (TCP). Employees began accruing sick time as of February 16th, the start of the pay period in which the effective date of February 21st falls. Accrual balances can be viewed on physical time clocks, web clock and mobile clock. To access the web clock, https://118892.tcplusondemand.com/app/webclock/index.html#/Dashboard.

Using Your Sick Time:

Employees must provide their supervisor with notice of their need for earned sick time as soon as practicable, or in accordance with the department's call-in procedure. Supervisors or designed TimeClock Plus approvers are responsible for inputting sick time. Employees cannot record their own sick time in TCP but can view their available sick leave by logging into TCP.

Pay Statements:

Wages related to sick time will appear as "SICK PAY" on pay statements and will be paid at the rate of the missed assignment.

Exercise of Rights:

Employees will not be disciplined for the lawful use of earned sick time. Retaliatory personnel actions against an employee for requesting or using earned sick time for which the employee is eligible or otherwise engaging in activity protected by ESTA is prohibited. If an employee feels discriminated against or retaliated against for exercising their rights as provided by ESTA, the employee may file a complaint with the Michigan Department of Labor and Economic Opportunity by contacting 1-855-4MI-WAGE.

Helpful Resources:

- Earned Sick Time Act Poster (https://www.cmich.edu/ESTA)
- CMU's Michigan Earned Sick Time Act (ESTA) Policy (https://www.cmich.edu/ESTA_policy)

Questions? Please contact:

- Human Resources at (989)774-2010 or emplsvcs@cmich.edu
- Payroll for questions related to recording and tracking of time: (989) 774-3481 or payroll@cmich.edu.