

WARREN WOODS PUBLIC SCHOOLS
HUMAN RESOURCES
Earned Sick Time Act (ESTA) PUBLIC ACT 2 OF 2025
EMPLOYER WRITTEN NOTICE OF GUIDELINES AND PROCEDURES

Who is eligible: Any employee, with the exemption of those who work in accordance with a policy that does not require a minimum number of hours and allows the individual to schedule his/her own hours; unpaid trainees/interns; or individuals employed in accordance with the Youth Employment Standards Act, MCL 409.101-.124.

Sick time accrued under ESTA will run concurrently with any sick time provided under a collective bargaining agreement or individual contract. Employees will not receive additional sick time under ESTA if their existing agreement provides benefits equal to or greater than those mandated by ESTA.

For example:

- If a full-time employee has 40 hours of sick time under their CBA, they may receive an additional 32 hours under ESTA, for a total of 72 hours, as that is the most ESTA requires.
- If a full-time employee has 80 hours of sick time under their CBA, the most they will receive is 80 hours, as it exceeds ESTA's requirements.

What is the employer's year: July 1 – June 30

What is provided: Frontload Method - Full-time employees will be given 72 hours of sick time at the beginning of the year for immediate use. Part-time employees will be given a set number of hours at the beginning of the year proportional to, or more than, the accrual method.

Effective date: February 21, 2025

When can I begin using accrued time: As soon as it is accrued for employees effective February 21, 2025.

How will I know how much time I have: Time accrued will be listed the employee's paystub.

What reasons can I use my accrued time:

1. Time can only be used for:
 - a. The employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
 - b. For the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee. Family member defined as:
 - i. Child – biological, adopted, foster, step, legal ward or a child of a domestic partner, to whom the eligible employee stands in loco parentis.
 - ii. Parent – biological, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or an individual who stood in loco parentis when the employee was a minor child.
 - iii. Individual to whom eligible employee is legally married under the laws of any
 - iv. state or a domestic partner;
 - v. Grandparent;
 - vi. Grandchild;
 - vii. Sibling (biological, foster or adopted);
 - viii. An individual related by blood to the employee;
 - ix. An individual whose close association with the employee is equivalent of a family relationship.

- c. 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.
- d. 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.
- e. For 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 actually contracted the communicable disease.

How do I request my accrued time off:

- 1. ESTA days shall be entered into Frontline Absence Management seven (7) days in advance, when foreseeable.
- 2. If the need to utilize ESTA days is not foreseeable, employees must enter their absence in Frontline Absences Management. If prior notice is not feasible, employees may provide notice after the sick time has been used, by contacting Human Resources and their immediate supervisor.
- 3. Must utilize accrued time in no less than 1-minute increments.
- 4. For any absences of more than three (3) consecutive days the District may request you email reasonable documentation to substantiate time off to HR@mywwps.org. Employees must provide the documentation within 15 days of the request. In cases involving sexual assault or domestic violence, reasonable documentation may also be requested, and employees must submit it within 15 days.
- 5. Abuse of time being used other than as outlined above, may subject employees to disciplinary action up to and including termination.

Other formalities:

- Accrued ESTA sick time remaining after termination or separation will not be paid out.
- Adverse personnel action against an employee may be taken if the employee uses earned sick time for a purpose other than the reason described under the act (listed above); the employee violates the employer notice requirements under this act listed above; or exceeds their accrued ESTA leave bank and violated the district's Attendance Policy.

Employee rights:

- If you believe your rights regarding leave provided pursuant to ESTA have been violated, please contact Human Resources at HR@mywwps.org or call (586) 439-4457.
- Employees have the right to file a complaint with the department for any violation of ESTA. To do so you may contact:

Michigan Department of Labor & Economic Opportunity
Wage and Hour Division
PO Box 30476
Lansing, MO 48909-7976
1-855-464-9243