**INTERNAL MEMORANDUM**  
**To:** All W2 Employees of **Best Practices Consulting Services**  
**From:** Laura Sigmon, Principal  
**Date:** February 4, 2025  
**Subject:** Compliance with the Earned Sick Time Act (ESTA) – Effective February 21, 2025

**Overview**  
The Earned Sick Time Act (ESTA) will take effect on February 21, 2025. This law mandates that all eligible employees accrue paid sick leave to use for personal or family medical needs. **Best Practices Consulting Services** is committed to full compliance with ESTA and ensuring that our employees are informed about their rights and responsibilities under this law.

As you already know, employees who are sick are strongly advised not to come to work and may elect to use their accrued time to cover paycheck shortages. By adopting this new mandated sick leave policy, the following changes will occur.

**Eligibility & Accrual of Sick Time**

* All W2 employees, including full-time and part-time staff, are eligible for earned sick time.
* Employees will accrue **one (1) hour of paid sick time for every 30 hours worked**, up to a maximum of **40 hours per year**.
* Sick time begins accruing on February 21, 2025, or upon the first day of employment for new hires after this date.
* Unused sick time may be carried over into the following year, subject to a **40-hour carryover limit**.

**Acceptable Uses of Earned Sick Time**  
Earned sick time may be used for the following purposes:

1. Personal illness, injury, or medical condition.
2. Caring for a family member with a medical need.
3. Attending medical, dental, or mental health appointments for oneself or a family member.
4. Issues related to domestic violence, sexual assault, or stalking, including legal and counseling appointments.
5. Public health emergencies requiring workplace or school closures.

**Requesting Sick Leave**

* Employees must provide advance notice whenever possible, particularly for scheduled medical appointments.
* In unforeseen circumstances, employees should notify their direct supervisor as soon as possible.
* Requests must be submitted to Laura Sigmon directly, via text, email, or phone. Whenever possible, your TEAMS calendar should be updated to reflect this request.
* Each sick day/leave request will be allocated in 4-hour increments, (if you have not accrued 4 hours, the time will be extracted from your allocated personal time/vacation time.

**Documentation Requirements**

* If sick leave extends beyond **three (3) consecutive days**, employees may be required to provide a doctor’s note or other relevant documentation.
* Documentation is **not** required for single-day absences unless a pattern of abuse is identified.

**Non-Retaliation Policy**  
**Best Practices Consulting Services** strictly prohibits retaliation against employees who use earned sick time in accordance with ESTA. Employees are encouraged to report any concerns to Laura Sigmon.

**Questions & Further Information**  
For additional information or clarification, please see the State of Michigan’s Earned Sick Time Act <https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/paid-medical-leave-act/frequently-asked-questions--faqs>

We appreciate your cooperation in ensuring compliance with ESTA and fostering a supportive work environment.

**Laura Sigmon, Principal**  
Best Practices Consulting Services