



THE FACTS YOU NEED TO KNOW!

WHAT IS ESTA?

The Michigan Earned Sick Time Act (ESTA) requires employers to provide paid sick leave for their employees.

72 HOURS

For GVSU employees who already have Salary Continuation (sick time) as a benefit, 72 hours of salary continuation requested will be provided as ESTA time on an annual basis.

WHEN CAN ESTA BE USED?

Personal Use

- Mental or physical illness
- Preventative Care
- Injury
- Health Condition
- Domestic violence or sexual assault (victim counseling, medical care, legal services, criminal proceedings)
- Employer closes due to public health emergency

Family Member Use

- Family Member Use
- Same as personal reasons & includes:
- Meeting at child's school/daycare
- Closure of child's school/daycare due to public health emergency



REASONS TO USE ESTA OVER SALARY CONTINUATION

- ESTA is a specific kind of salary continuation. Unless the employee advises otherwise, ESTA will be utilized for the first 72 hours of salary continuation that an APSS staff requests in a calendar year.
- ESTA can be used for a few additional reasons outside of salary continuation policy (see above)
- The employer is limited on requesting information for the reasoning for use of ESTA time. If a direct supervisor asks the reason for the use of ESTA, they only need to know that it falls under one of the reasons listed above, and they should NOT disclose this information to others.

HOW DO I ENTER ESTA ON MY TIMECARD?

In Workday:

- Open the "Request Absence" Task
- Choose the date/date range of the absence from the calendar
- Select "Salary Continuation" as the Type of Absence.
- A warning notice will indicate that the first 72 hours of salary continuation will be provided as ESTA.
- If you **DO NOT** want to use ESTA for this leave, you **MUST write in the comment section, "This time-off request is in accordance with the salary continuation policy."**
- Fill out the remainder of the form as applicable and submit for approval
- *Note:* If you are entering an absence on your time card rather than requesting an absence, you will not receive the warning listed above, but **you should still note in the comments** if you wish to use salary continuation rather than ESTA.



ADDITIONAL RESOURCES

- ✓ GVSU's Human Resources Website: www.gvsu.edu/hro/esta
- ✓ GVSU SLT Policy 4.8: <https://www.gvsu.edu/policies/policy.htm?policyId=DB4156E0-AAB8-C393-AE2F2B06072C5B65>
- ✓ Michigan Earned Sick Time Act Policy: <https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/paid-medical-leave-act>
- ✓ Workday Help Article - How to Request ESTA Time: [https://www.myworkday.com/gvsu/d/inst/25755\\$428/rel-task/2998\\$40834.html](https://www.myworkday.com/gvsu/d/inst/25755$428/rel-task/2998$40834.html) (Note - is NOT specific for PSS - see above for notes)