

# Earned Sick and Safe Time Employee Notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of an employee’s earned sick and safe time accrual is a calendar year.

**This policy replaces the Sick Time policy set forth in the Focus Internal Staff Policies for Minnesota employees.** Employees are eligible for Sick and Safe Time if they have worked at least eighty (80) hours for Focus in Minnesota. Annual Paid Sick and Safe Time will be granted to Minnesota employees according to the following schedule:

* Employees who have completed less than one (1) full calendar year of employment will accrue one (1) hour of Sick and Safe Time for every thirty (30) hours worked, up to a total of forty-eight (48) hours per calendar year. Employees begin accruing Sick and Safe Time on the first day of employment.
* Employees who have completed at least one (1) full calendar year of employment will receive forty-eight (48) hours of paid Sick and Safe Time at the beginning of each calendar year.

Employees will be paid for unused Sick and Safe Time at the end of each calendar year. Employees will not be paid for unused Sick and Safe Time at the termination of their employment. The Sick and Safe Time hours an employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee’s earnings statement that they receive at the end of each pay period. Earned Sick and Safe Time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned Sick and Safe Time. Employees may use earned Sick and Safe Time for all or part of a shift, depending on the employee’s need. Sick and Safe Time may be used in three (3) hour increments.

Earned Sick and Safe Time can be used for:

* an employee’s mental or physical illness, treatment or preventive care;
* the mental or physical illness, treatment or preventive care of an employee’s family member;
* absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
* closure of an employee’s workplace due to weather or public emergency or closure of their family member’s school or care facility due to weather or public emergency; and
* when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

## Notifying employer, documentation

An employer can require their employees to provide up to seven (7) days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using Sick and Safe Time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned Sick and Safe Time if they use it for more than three (3) consecutive days.

If an employee plans to use earned Sick and Safe Time for an appointment, preventive care or another permissible reason they know of in advance, the employee should inform their supervisor by phone or email as far in advance as possible, but at least seven (7) days in advance. In situations where an employee cannot provide advance notice, the employee should contact their supervisor by phone or email as soon as they know they will be unable to work. Employees who use Sick and Safe Time for more than three (3) consecutive days must provide documentation to Human Resources regarding the reason for the absence. If the employee is unable to secure the requested documentation, the employee may provide a personal statement in writing indicating that the employee used Sick and Safe Time for a qualifying purpose. Please contact Human Resources for additional information.

## Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned Sick and Safe Time or otherwise exercising their earned Sick and Safe Time rights under the law. If an employee believes they have been retaliated against or improperly denied earned Sick and Safe Time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned Sick and Safe Time violations.

**For more information**

Contact the Minnesota Department of Labor and Industry’s Labor Standards Division at 651-284-5075 or [esst.dli@state.mn.us](mailto:esst.dli@state.mn.us) or visit the department’s earned sick and safe time webpage at [dli.mn.gov/sick-leave](file:///C:\Users\jgrosz\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\DA47OI1O\dli.mn.gov\sick-leave).

This document contains important information about your employment. Check the box at the left to receive   
this information in this language.