



Employers: This is a *sample* employee notice you can use to inform your employees about earned sick and safe time as required under the Earned Sick and Safe Time Ordinance, Chapter 233 of the City of Saint Paul Legislative Code. *Delete all instructions in red, make any necessary changes that apply to your earned sick and safe time policy, and use your wording in a new document for a clean version before providing this to any employee.*

Edit this paragraph if you use a frontloading system, a more generous accrual system, and/or a different accrual/benefit year.

While not a requirement under the City's ordinance to print hours on pay stubs, it is a best practice. Edit this paragraph if you have a specific online system for employees to access for their earned and used sick and safe time balance instead.

"Family member" is defined broadly under Saint Paul's Earned Sick and Same Time Ordinance and includes any individual related by blood or whose close association with an employee is equivalent of a family relationship and up to one additional individual designated by an employee.

Earned Sick & Safe Time Employee Notice

Employees are entitled to earned sick and safe time, a form of paid leave. Employees accrue one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. Employees can accrue and carry over up to 80 hours of ESST after one year of working. A year for purposes of earned sick and safe time accrual is defined by the employee's work anniversary.

Earned sick and safe time is paid at the same hourly rate employees earn from employment and is never less than the applicable minimum wage. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time.

Employees have the right to see their current amount of accrued and used number of sick and safe time hours in writing or electronically. The earned sick and safe time hours an employee has available, as well those that have been used in the most recent pay period, are on the employee's earnings statement that they receive at the end of each pay period.

Earned sick and safe time can be used for, among other things:

- mental or physical illness, treatment, and/or preventive care of an employee or their family member;
- absence due to domestic abuse, sexual assault and/or stalking of an employee or their family member;
- closure of the workplace due to weather or public emergency, and 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.

Employers can require employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance).

Edit this paragraph to match your company's policy and practice so employees clearly know who to notify.

Notifying Employer, Documentation

If an employee calls in sick, earned sick and safe time will be used even if not requested. Employees are required to provide reasonable documentation regarding the reason for the use of earned sick and safe time if they use it for more than three consecutive days. If medical treatment was not sought or if documentation from a provider was not given, reasonable documentation includes a written statement from the employee indicating that they are using or used earned sick and safe time allowed under the law.

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, inform [name or position] by [phone, email or other communication] as far in advance as possible, but at least [number between one and seven] days in advance. In situations where an employee cannot provide advance notice, the employee should contact [name or position] at [phone, email or other communication] as soon as they know they will be unable to work.

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 Saint Paul Division of Labor Standards Enforcement and Education. An employee can also file a civil action in court for earned sick and safe time violations

This document contains important information about your employment. If you have questions or wish to receive information in your preferred language, please contact the Saint Paul Division of Labor Standards Enforcement and Education by phone at 651-266-8966 or by email at laborstandards@ci.stpaul.mn.us.

Free Interpretation and Translation Services Available

Spanish: Atención. Si desea recibir asistencia gratuita para traducir esta información o necesita un alojamiento, contactor laborstandards@ci.stpaul.mn.us 651-266-8966

Hmong: Lus ceev. Yog koj xav tau kev pab txhais cov ntaub ntawv no los sis xav tau kev npaj kom yooj yim, ces thov tiv toj laborstandards@ci.stpaul.mn.us 651-266-8966

Karen: ဒီကန့်. နမ့်လိန်ဘန်တင်မၤစၢၤလၢတၢ်ကွဲးကျိန်ထံဘန်တၢ်ဂ့ၢ်တၢ်ကျိၤအံၤ မ့တမ့ၢ် လိန်ဘန်တၢ်ဟ့ၣ်ကူၣ်ဟ့ၣ်ဖးန့ၣ် ဝံသးစူၤဆဲးကျါ laborstandards@ci.stpaul.mn.us 651-266-8966

Somali: Haddii and rabto in macliiumaadkan lagu tarjumo ama and u baahantahay adeeg nala soo xiriir laborstandards@ci.stpaul.mn.us 651-266-8966