

This information is intended only for Ramsey County employees.

## Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time (ESST), a form of paid leave. Employees who were previously ineligible to accrue sick time will now accrue at least one hour of ESST for every 30 hours they work, up to at least 48 hours in a calendar year. Employees who already accrue paid sick time will continue to accrue at the same rate, which is more generous than the law requires.

Please be advised that the protections of the ESST law apply to the first 48 hours of sick leave you use annually, regardless of the reason you use it.

The ESST hours the 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. ESST 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 ESST. They may use ESST for all or part of a shift, depending on their need.

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

If an employee plans to use ESST for an appointment, preventive care or another permissible reason they know of in advance, inform your supervisor 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 as soon as they know they will be unable to work. Employees should always follow the appropriate department protocol and any applicable collective bargaining agreement provisions.

## 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 ESST or otherwise exercising their ESST rights under the law. If an employee believes they have beer retaliated against or improperly denied ESST, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for ESST violations.

## For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or <u>dli.laborstandards@state.mn.us</u> or visit the department's ESST webpage at <u>dli.mn.gov/sick-leave</u>.

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

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwm. Khij lub npauv ntawn sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tải liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/面 体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dukumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ພາສາລາວ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສຳຄັນກ່າວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິງກ່ອງທີ່ຢູ່ເບື້ອງດ້າຍເພື່ອຮັບຂໍ່ມູນນີ້ໃນພາສານີ້.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde
Amharic/አማርኛ	ይህ ዶኩማንት አቀጣጠሮን በሚመለከት አስፈላጊ መረጃ የያዘ ነው። ይህንን ዶኩማንት በስተማራ በኩል ባለው ቋንቋ ተተርጉም እንዲሰጦት ከፈለጉ በዛው በስተማራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကိုာ်	လိပ်တိုလိပ်မီတာဓါအံးမပ်းယှာ်တင်္ဂျက်ကိုးအကာါဦ ၆လးအဘဉ်ယးဦးနေတာ်ဖံတာ်မာနှဉ်လီး. တိုးနှိဉ်တင်္ဂဒလးအစုဉ်တကပၤလတင်္ဂကဦးနှုတ်ကို(တင်္ဂကိုးလက်ရှိ)တဝါအံးအက်ိတက် .
المربية /Arabic	يحتوي هذا المستند على معلومات مهمة حول حملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.