

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.

