

Earned Sick and Safe Time (ESST) Accrual and Use

As of 1/1/2024 and In compliance with Minnesota legislation, employees who perform services for at least 80 hours per year, will earn up to 48 hours of ESST per year. The paid time off accrues at a rate of 1 hour for every 30 hours worked, up to a maximum of 48 hours in a year.

ESST may be used for missed work during regularly scheduled hours. ESST may only be used for eligible uses.

Eligible Use of ESST

An employee may use accrued ESST for:

1. An employee's:
 - Mental or physical illness, injury, or other health condition;
 - Need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
 - Need for preventive medical or health care.

2. The care of a family member:
 - Suffering from with a mental or physical illness, injury, or other health condition;
 - Needing a medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or
 - Needing preventive medical or health care.

3. An absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - Obtain services from a victim service organization;
 - Obtain psychological or other counseling;

- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- 4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or another public emergency.
- 5. The employee's inability to work or telework because the employee is: (i) Prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or (ii) Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and
- 6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether the employee or family member has contracted the communicable disease.

Definition of Family Member

"Family member" refers to:

1. An employee's:
 - Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
 - Spouse or registered domestic partner;
 - Sibling, stepsibling, or foster sibling;
 - Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
 - Grandchild, foster grandchild, or step grandchild;
 - Grandparent or step grandparent;

- A child of a sibling of the employee;
 - A sibling of the parents of the employee; or
 - A child-in-law or sibling-in-law.
2. Any family members listed in clause (1) of a spouse or registered domestic partner.
 3. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
 4. Up to one individual annually designated by the employee.

Carryover

An employee may carry over accrued but unused ESST to the following year. At no time can the employee have more than 80 hours of unused ESST. Unused ESST is not paid out. Employees rehired within 180 days of termination will have their ending ESST balance reinstated.

Notice of Intent to Use ESST

If the need for use is foreseeable, advance notice of the intention to use ESST is required as soon as practicable.