



Earned sick and safe time employee notice (ESST)

Pre-K Plus Leads, Site Supervisors, Assistant Site Supervisors

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. Employees currently earn one day per month of paid sick leave during the work year which exceeds the requirements. Beginning January 1, 2024, the sick leave accrual will be changed from the end of the month to the beginning of the month to meet ESST guidelines. A year for purposes of the employee's earned sick and safe time benefit year (12-month period) is: September 1 – August 31.

The earned sick and safe time 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. We currently utilize Skyward to process all aspects of payroll and they are working on the software enhancements needed to meet this compliance requirement.

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. They may use earned sick and safe time for all or part of a shift, depending on their need.

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 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 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, submit the time off request following regular time off procedures. In situations where an employee cannot provide advance notice, the employee should submit time off request and notify the building soon as they know they will be unable to work.

