

## Earning and Using Sick Leave for Minnesota employees

### Valid Leave Reasons

An employee may take leave under Minnesota Law:

Diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, including preventive care, for an employee or employee's family member, defined as the employee's or an employee's spouse's child or parent (biological, adopted, foster, or in loco parentis), spouse, domestic partner, sibling, grandchild, grandparent, niece or nephew, aunt or uncle, child-in-law, sibling-in-law, other individual related by blood or whose close association is equivalent to a family relationship, and up to one individual designated annually by the employee).

- Specified purposes if the employee or employee's family member is a victim of domestic abuse, sexual assault, or stalking.
- Closure of an employee's place of business due to weather or a public health emergency.
- Care for a family member whose place of business or care is closed due to weather or a public health emergency.
- During a public health of a communicable disease;
  - the employee is prohibited from working due to concerns related to transmission of a communicable disease; or
  - the employee is seeking results or a diagnosis of a communicable disease; or
  - health authorities have determined that the employee's or a family member's presence in the community would jeopardize the health of others because they were exposed to a communicable disease.

### Accruing Sick Leave Time

An employee earns one (1) hour of sick leave for every thirty (30) hours worked commencing upon his/her hire date in his/her first calendar year of employment as well as subsequent calendar years.

### Carry Forward of Accrued Unused Leave Time

After the conclusion of the calendar year, the Employee may "carry forward" any accrued but unused leave, to a maximum of eighty (80) unused hours into the following calendar year.

### Using Sick Leave Time

Employees can use leave as it is accrued and may use a maximum of forty-eight (48) hours in any calendar year. Employees are required to inform the Company that they wish to be paid leave time pursuant to the valid leave section of Company policy. The Company's payroll department will pay such time in the employee's payroll at their regular rate of pay. Documentation shall be required for the use of three (3) consecutive sick days used.

### No payment of Unused Sick Leave Upon Separation

An employee is not entitled to payment of accrued, earned sick leave on separation from employment.