

NOTICE TO MINNEAPOLIS EMPLOYEES^{*} (for Employee Handbook)

Effective July 1, 2017, employees working at least 80 hours per year in the City of Minneapolis are generally covered by the Minneapolis Sick and Safe Time Ordinance. Collective bargaining agreements supersede ordinance requirements until July 1, 2018.

The rights of covered employees under the ordinance include the following: (1) the right to accrue one hour of paid Minneapolis Sick/Safe Leave for every 30 hours worked in Minneapolis, up to a maximum of 48 hours per year or 80 hours including carryover from previous years is reached, whichever occurs first; (2) the right to carry over up to 80 hours of accrued but unused Minneapolis Sick/Safe Leave each year; (3) the right to use Minneapolis Sick/Safe Leave for the purposes set forth in the ordinance; (4) the right to file a complaint with the City of Minneapolis – Labor Standards Enforcement Division; and (5) the right to be free from retaliation for using or requesting Sick/Safe time.

Minneapolis Sick/Safe Leave can be used for: (1) the employee's own illness, injury, or health condition or to obtain medical diagnosis, treatment, or preventative care for such condition(s); (2) care for a family member with an illness, injury, health condition, or who needs to obtain medical diagnosis, treatment, or preventative care for such condition(s); (3) receiving assistance due to domestic abuse, sexual assault, or stalking of the employee or a family member; (4) the closure of employee's place of business by a public official; or (5) the closure of a family member's school or place of care by a public official or due to inclement weather, loss of power, heating, or water, or other unexpected closure.

If you have any questions about St. Paul Sick/Safe Leave or any other employee benefits, please contact **Human Resources**.

^{*} This sample handbook notice was prepared by attorneys at Felhaber Larson, and illustrates employers' notice obligations as set forth in the Minneapolis Sick and Safe Time Ordinance. See MPLS § 40.250(c) ("An employer that provides an employee handbook to its employees must include in the handbook notice of employee rights and remedies under this chapter."). To ensure that you are in compliance with the Minneapolis ordinance, you should have a member of Felhaber Larson's Labor & Employment Law Group review your employee handbook and/or any other relevant policies.

NOTICE TO ST. PAUL EMPLOYEES[†] (for Employee Handbook)

Effective July 1, 2017, employees working at least 80 hours per year in the City of St. Paul are generally covered by the St. Paul Earned Sick and Safe Time Ordinance.

The rights of covered employees under the ordinance include the following: (1) the right to accrue one hour of paid St. Paul Sick/Safe Leave for every 30 hours worked in St. Paul, up to a maximum of 48 hours per year or 80 hours including carryover from previous years is reached, whichever occurs first; (2) the right to carry over up to 80 hours of accrued but unused St. Paul Sick/Safe Leave each year; (3) the right to use St. Paul Sick/Safe Leave for the purposes set forth in the ordinance; (4) the right to file a complaint with the City of St. Paul – Labor Standards Enforcement Division; and (5) the right to be free from retaliation for using or requesting Sick/Safe time.

St. Paul Sick/Safe Leave can be used for: (1) the employee's own illness, injury, or health condition or to obtain medical diagnosis, treatment, or preventative care for such condition(s); (2) care for a family member with an illness, injury, health condition, or who needs to obtain medical diagnosis, treatment, or preventative care for such condition(s); (3) receiving assistance due to domestic abuse, sexual assault, or stalking of the employee or a family member; (4) the closure of employee's place of business by a public official; or (5) the closure of a family member's school or place of care by a public official or due to inclement weather, loss of power, heating, or water, or other unexpected closure.

If you have any questions about St. Paul Sick/Safe Leave or any other employee benefits, please contact [Human Resources](#).

[†] This sample handbook notice was prepared by attorneys at Felhaber Larson, and illustrates employers' notice obligations as set forth in the St. Paul Earned Sick and Safe Time Ordinance. See STP § 233.07.D ("An employer that provides an employee handbook to its employees must include in the handbook notice of employee rights and remedies under this chapter."). To ensure that you are in compliance with the St. Paul ordinance, you should have a member of Felhaber Larson's Labor & Employment Law Group review your employee handbook and/or any other relevant policies.