

# CITY OF MINNEAPOLIS NOTICE TO EMPLOYEES

## Sick and Safe Time Ordinance

Effective July 1, 2017

### WHAT

The City of Minneapolis Sick and Safe Time Ordinance ensures that all eligible persons working in the City receive paid leave to use when they or a family member are sick, injured, need preventative health care, or need to seek help for domestic violence, sexual assault, stalking, or other related issues listed in the ordinance.

The Ordinance is intended to allow employees to care for themselves and family members, making Minneapolis a healthier, more secure, and more productive community.

### WHO

The Sick and Safe Time Ordinance applies to all employees who work within Minneapolis city limits. All types of employees qualify, including full-time, part-time, seasonal, paid interns and temporary staff. Employees collect a minimum rate of 1 hour of paid (at customary rates and benefits) of sick and safe time off for every 30 hours worked.

However, if there are 5 or fewer employees in an organization, the time off may be unpaid. Employers must front-load time or allow each employee to accrue at least 48 hours per year, which must carry over from year to year, until reaching 80 accrued and unused sick and safe time hours during subsequent years.

### USAGE

Employees can use their leave for all of the reasons outlined by the Ordinance:

- Treatment, recuperation, or preventative care for a medical or mental health condition, illness, or injury.
- To seek law enforcement, counseling, or other services for domestic abuse, sexual assault, or stalking.
- Closure of an employee's place of business for public health reasons.
- Needs related to the medical health, mental health, or physical safety of a family member (child, spouse, domestic partner, parent, grandparent, or member of household); or unexpected closure of a family member's school or place of care, including inclement weather.



### Requirements

Upon request by an employee, an employer must provide, in writing or electronically, information stating the employee's then-current amount of:

- ✓ Accrued sick and safe time available to the employee.
- ✓ Used sick and safe time.

For use of Sick and Safe time off, employers may require advance notice as soon as practicable -- not more than 7 days -- and reasonable explanation of need.



### Complaints

If an employee believes that they have been subject to a violation of the Sick and Safe Time Ordinance, please file a report with the City of Minneapolis Labor Standards Enforcement Division located at:

350 S. Fifth St. Rm. 239,  
Minneapolis, MN 55415,  
by calling 311, or online:  
[www.minneapolismn.gov/sicktimeinfo](http://www.minneapolismn.gov/sicktimeinfo).



### Retaliation Prohibited

It is unlawful for an employer to restrain, or deny the exercise of, or the attempt to exercise, any right protected under the Minneapolis Sick and Safe Time Ordinance.