

Minnesota Paid Sick Time Supplement

[ASSOCIATE TO KEEP FORM]

To: All Minnesota Associates

You are receiving this supplement because you are an Associate working in the State of Minnesota. Per the Minnesota Sick and Safe Leave law, there are a few items in the Company's *Paid Sick Time* policy that need to be clarified. As such, the below provisions replace what is in the Company's *Paid Sick Time* article located in your sector's Handbook Supplement.

- **Use of Paid Sick Time:** Associates may elect to use any of their accrued unused sick time for the following reasons:
 - For their own injury or illness.
 - To care for an ill or injured minor child (including step, biological, adopted or foster child, adult child); spouse; sibling; parent; mother-in-law; father-in-law; grandchild; grandparent or stepparent
 - To provide or receive assistance because of sexual assault, domestic abuse, or stalking for themselves or any of the above-listed family members
- **Paid Sick Time May Not Be Counted as an Occurrence:** When an Associate elects to use accrued paid sick time, it will not count as an attendance "occurrence" under the Company's *Attendance Policy*.
- **All other matters related to Paid Sick Time, including amount, notice, increments of use:** Please refer to your sector's Handbook supplement on *Paid Sick Time*.
- **Additional Information:** For your reference, the *Guide to Minnesota's Laws about Sick and Safe Leave* poster is attached. This will also be displayed at your place of employment.

Questions? For questions regarding the Minnesota Sick and Safe Leave Law contact the HR Service Center:

- **All Food Service Associates** (including Eurest Services and SSC) can contact the HRSC at 1-877-311-4747 or via email to HRServiceCenter@compass-usa.com.
- **All Crothall Healthcare Associates** (including EVS, Patient Transport, Laundry, POM, HTS) can contact the HRSC at 1-800-447-4476, option 6 or via email to SuS-AskHR@compass-usa.com.
- **For Sector Associates not supported by the HRSC**, please contact your HR representative.

Minnesota Paid Sick Time Supplement Acknowledgment

[RETAIN IN PERSONNEL FILE]

I acknowledge that I have received, read, and understand the Minnesota Paid Sick Time Supplement. I also acknowledge and understand my responsibility to become familiar with my sector's *Paid Sick Time* Policy which is available from my Unit Manager.

Associate's Printed Name: _____

Associate's Signature: _____

Date: _____



A GUIDE TO MINNESOTA'S LAWS ABOUT SICK AND SAFE LEAVE

WHAT IS REQUIRED?

An employer that allows an employee to take time off for their own injury or illness must also allow the employee to take time off:

- to care for an ill or injured minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent in the same manner the employer would allow an employee to use the leave for themselves.
- for themselves or a relative (as listed above) to provide or receive assistance because of sexual assault, domestic abuse or stalking. (M.S. §181.9413).



WHO IS COVERED?

- Employees who have worked for the employer for at least 12 months
- Employees who worked at least half-time during those 12 months
- Employers that have 21 or more employees at one site and
- Employers who offer personal sick leave benefits for absence from work due to an employee's illness or injury



SICK LEAVE BENEFITS NOT REQUIRED

Employers are not required to provide **personal sick leave** benefits. However, some employers are required to allow eligible employees to be absent from work under the federal Family Medical Leave Act or provisions of the Minnesota Pregnancy and Parental Leave Law.

PAID SICK LEAVE/TIME OFF

The law does not require that sick leave be **paid**. However, if the employer provides paid time off for the illness or injury of the worker, time off for the illness or injury of a family member must also be paid.

LIMITING TIME OFF

If the employee has more than 160 hours of sick leave available during a 12-month period, the employer may limit the employee's use of the sick leave for the illness or injury of family members other than a minor child to 160 hours.

CONTACT INFORMATION

Department of Labor and Industry
Labor Standards
443 Lafayette Road N.
St. Paul, MN 55155-4306

Phone: (651) 284-5070, toll-free: 1-800-342-5354
Fax: (651) 284-5740
dli.laborstandards@state.mn.us
www.dli.mn.gov/laborlaw.asp



Notice: This flier is a brief summary of Minnesota law and is intended as a guide.
It is not to be considered a substitute for Minnesota Statutes regarding sick and safe leave laws.

This document can be provided in different forms, such as large print, Braille or audio, by calling (651) 284-5005.