

DAKOTA 911

NOTICE OF EARNED SICK AND SAFE TIME

January 1st, 2025

This Notice Describes Earned Sick and Safe Time as required under Minnesota Statutes §181.9447, subdivision 9. Please Review Carefully.

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. A year for purposes of the employee's earned sick and safe time accrual is the calendar year.

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. 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.

Dakota 911 provides more paid leave in the form of paid time off ("PTO") than the minimum amount of earned sick and safe time required by law. The new law does not require employers to provide more leave if they already provide PTO or other paid leave that can be used for the purposes outlined in the new law. Accordingly, Dakota 911 is not providing more paid leave than the PTO already provided to PTO-eligible employees for purposes of compliance with the new earned sick and safe time law. Instead, employees may use their PTO for absences that are covered by the new earned sick and safe time law.

Part-time telecommunicators who do not receive PTO will be eligible to receive one hour of earned sick and safe time for every 30 hours worked, consistent with the requirements of the new law. Part-time telecommunicators will be eligible to receive up to 48 hours of earned sick and safe time in one calendar year. Their unused earned sick and safe time will carry over into the next year, up to a maximum accumulation of 80 hours.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventative 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.

Thus, if a Dakota 911 employee plans to use earned sick and safe time (either in the form of PTO or as earned sick and safe time for part-time telecommunicators) for an appointment, preventative care, or another permissible reason they know of in advance, the employee must inform the floor supervisor by phone at 651-322-8648 as far in advance as possible, but at least 7 days in advance. In situations where an employee cannot provide advance notice, the employee must contact the floor supervisor at 651-322-8646 as soon as they know they will be unable to work. This notice will serve as Dakota 911's policy regarding advance notice for using earned sick and safe time.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment. Check the box on the left to receive the information in this language.

Spanish/Espanol	Este documento contiene informaci6n importante sobre su empleo. Marque la casilla a la izquierda para recibir esta informaci6n en este idioma.
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Vietnamese/Viet ngO,	Taili u nay hU'a thong tin quan trng ve vi c lamcua quy vj. Oanh dau vao o ben trai ctenh n thong tin nay b ngVi tngv.
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