

checklist

Do you have employees that work within Minneapolis City Limits? The checklist below can help make sure that your current paid time off plan meets each of the requirements of the City of Minneapolis Sick and Safe Time Ordinance (effective July 1, 2017).

- All of my employees who work within Minneapolis city limits 80+ hours per year qualify for sick and safe time off work, including part-time, seasonal, and temporary staff.
- My employees accrue the equivalent of a minimum of 1 hour of **paid** (*at customary rates and benefits*) sick and safe time for every 30 hours worked. However, if I employ fewer than 6 people, then the time off may be **unpaid**.
- My employees can accrue up to 48 hours (*or more*) of sick and safe time per year and add it to an overall bank of up to 80 hours (*or more*) of accrued but unused time that carries over from year to year.
- My employees begin accruing at time of hire and can begin using their accumulated leave 90 calendar days after their hire date.
- My employees can use their leave for all of the following reasons, free from retaliation:

- Treatment, recuperation, or preventative care for a medical or mental health condition, illness, or injury;
- Legal proceedings, counseling, or other services necessitated by 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
- Care of a family member due to unexpected closure of the family member's school or place of care.

- I am keeping the following records for the three previous years: payroll records including employee names and dates and hours worked; sick and safe time accrued/credited; and dates and amounts of sick and safe time used/debited.
- I provide my employees access to their current balance of sick and safe time, at least upon request.
- I have posted the City of Minneapolis [Notice to Employers & Employees](#) in all languages needed by my employees.

In addition, I have chosen to put the following optional policies in place:

May require notice from employees prior to use as soon as practicable (*but not more than 7 days*) • May require a documented explanation following a pattern of absences (*e.g. more than three consecutive days*) • Employee sick and safe time donation • Shift swapping (*but may not be used as barrier to sick and safe time use*) • May define increments of use at 4 hours or less (*e.g. hourly*) • May pay out unused sick and safe time upon employment separation • PTO (*that is inclusive of all Sick and Safe Time Ordinance reasons for use bulleted above*) • "Front Loading" time on a yearly basis (*at least 48 hours prorated for the first year and 80 hours at the beginning of each subsequent year fulfills accrual and carryover requirements*) • "Banking" or "crediting" hours of accrued sick and safe time on a weekly, bi-weekly, twice per month, or monthly basis (*e.g. per pay period*)

This checklist is provided as a quick reference for Employers. Complete guidelines can be found in Minneapolis Code of Ordinances Chapter 40 "Minneapolis Sick and Safe Time Ordinance." It is the employer's responsibility to remain up-to-date and in compliance with M.C.O. Chapter 40. You can find the Ordinance, FAQ's, and more information at: www.minneapolismn.gov/sicktimeinfo