



MINNESOTA STATE

Earned Sick and Safe Time Employee Notice

New State Law Effective January 1, 2024

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Under law, 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 state's fiscal year, July 1 through June 30. Most Minnesota State employees accrue more sick leave than the minimum required by law. Refer to the applicable collective bargaining agreement or compensation plan for more information.

- Minnesota Management and Budget (MMB) classified [collective bargaining agreement or compensation plan](#), or
- Minnesota State unclassified [collective bargaining agreements or compensation plan](#).

The earned sick and safe time hours an 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 or daily rate, as applicable, 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.

Minnesota State employee sick leave balances continue to be available in eTime through [Employee Home](#). Minnesota State employees covered by an MMB collective bargaining agreement or compensation plan will have their balances displayed on the bi-weekly earnings statement.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive 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

Under law, 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.

Employees must provide notice of the intention to use sick leave as directed by the employee's collective bargaining agreement or compensation plan and if applicable college/university established policies or procedures, but in all circumstances shall not be required to provide more than seven days' advance notice.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform your immediate supervisor and/or other designee as determined by your college/university, as far in advance as possible. In situations where an employee cannot provide advance notice, the employee should contact their immediate supervisor and/or other designee as determined by your college/university, as soon as the employee knows they will be unable to work.

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

Refer to the Minnesota Management and Budget (MMB) Sick Leave Policy [HR/LR Policy #1337](#) Sick Leave, the applicable collective bargaining agreements or compensation plans, and college/university established policies and procedures.

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. You can use this document to request this information in an alternate language by checking a box below and returning this page to your immediate supervisor, the college/university human resources office, or as otherwise directed by your college/university.

Or, you may wish to receive this information in a different language as listed below by visiting the Minnesota Department of Labor and Industry website at the following link dli.mn.gov/sick-leave-notice-languages.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduuqan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ອະນຸຍາດນີ້ມີຂໍ້ມູນທີ່ສຳຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ስለሰራተኛው በሚመለከት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ ለንዲሰጡት ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လံာ်တၢ်လံာ်ဖိတခါအံၤဟံၤသုၣ်တၢ်ဂ့ၢ်တၢ်ကျိၢ်အကါဒိၣ်လၢအဘၣ်သးဒီးန့ၣ်တၢ်မၤန့ၣ်လီၤ. တၢ်နီၣ်တၢ်အလၢအစ့ၣ်တကယၤလၢတၢ်ကဒီးန့ၣ်တၢ်ဂ့ၢ်တၢ်ကျိၢ်လၢကျိၢ်တခါအံၤအဂီၢ်တက့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.