**St. Paul Earned Sick and Safe Time Policy**

[COMPANY NAME] provides Earned Sick and Safe Time (ESST) to eligible employees who are employed with [COMPANY NAME].

**Eligibility**

All [COMPANY NAME] employees who work within the geographic boundaries of St. Paul for at least 80 hours a year including full-time, part-time, and temporary employees are eligible to accrue and use ESST.

**Procedures**

[Employees begin to accrue ESST on the employee’s date of hire and will accrue one hour of ESST for every 30 hours worked up to a maximum accrual cap of 48 hours in one year.] OR [Employees in their first year of employment with [COMPANY NAME] will be granted up to 48 hours of ESST per year which can be used after the employee’s first 90 days of employment. In each subsequent year, employees will be granted up to 80 hours of ESST per year]. The maximum amount of ESST hours an employee may carry at a given time is 80 hours. Once an employee drops back below 80 hours of accrued ESST time, the employee will start accruing again.

Employees may use ESST under this policy in increments of one hour. Accrued, unused time under this policy will carry over each year up to a maximum accrual of 80 hours.

Leave under this policy may be used for the following reasons:

1. An absence resulting from an employee's own mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
2. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
   1. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
   2. Obtain services from a victim-services organization;
   3. Obtain psychological or other counseling;
   4. Seek relocation due to domestic abuse, sexual assault, or stalking; or
   5. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. The closure of the employee's place of business by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material or other public health emergency.
5. To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material or other public health emergency.
6. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.

Family member under the St. Paul ESST ordinance includes: the employee’s child, step-child, adopted child, foster child, adult child, spouse, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, grandparent, or registered domestic partner, and any individual related by blood or affinity whose close association with the employee is the equivalent to a family relationship.

Employees requesting time off under this policy should make a good faith effort to comply with [COMPANY NAME]’s notice and call-in procedures and if feasible, provide the expected duration of leave. [DETAIL THOSE PROCEDURES HERE]. Employees who take more than three consecutive days of leave will be required to provide appropriate documentation to human resources that leave was used for a permissible purpose.

Unused time under this policy is not paid out at the time of separation from employment, whether voluntary or involuntary. However, employees who are re-employed with the company within ninety days of separation will have their accrued unused bank of time off under this policy made available to them.

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state or federal law, including leave taken pursuant to the Family and Medical Leave Act (FMLA).

[COMPANY NAME] will not engage in retaliation or discrimination against an employee or former employee because the person has exercised rights protected under this article. Such rights include but are not limited to the right to request or use ESST pursuant to the St. Paul ordinance; the right to file a complaint with the Department of Human Rights and Equal Economic Opportunity or courts or inform any person about any employer’s alleged violation of this article; the right to participate in an investigation, hearing or proceeding or cooperate with or assist the commission in its investigations of alleged violations of this article; and the right to inform any person of his or her potential rights under this law.

For more information regarding leave under this policy, contact human resources.