

All staff,

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 48 hours in a year. The Earned Sick and Safe Time (ESST) has been in place for the city of Saint Paul for several years, and we have been complying (using our PTO/EIB programs to meet the qualifications for FT and PT and our Casual and Oncall staff accruing ESST) however, with some changes the state of Minnesota has made, we have decided to make a few changes to our Time off policies.

As of January 1st, all staff will now be eligible for the ESST program. You will receive 1 hour of ESST time per 30 hours worked. Starting on 3/15/24 you will see your ESST balance on your check stub from Paychex and you will also be able to see your balance on your Paychex account. With this change, we will phase out our Extended Illness Bank (EIB) policy. For those of you who have a balance, you will be able to use your EIB until December 31, 2025. At that time, any unused balance will be forfeited. The EIB policy will remain the same, with the small change that you may use 3 days of ESST OR PTO before using your EIB. At this time, our PTO policy will remain unchanged.

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.

For more information regarding the ESST policy, who is covered, accrual rates, usage and required documentation, please read the attached policy. This policy is also available in Human Resources and in the Sharepoint policy folder.

Thank you,

A handwritten signature in black ink that reads "Emilee Sames".

Emilee Sames, HR Director