



ZOLL US Paid Time Off Policy
Effective January 1, 2022

Paid Time Off

We provide our eligible employees with Paid Time Off (PTO) from work. PTO may be taken for vacation, sick and safe time, medical appointments, or any other purpose (e.g. rest, relaxation, and personal pursuits, and so on). All regular full- and part-time employees, who are normally scheduled to work 20 or more hours per week, are eligible to accrue and use PTO as described in this Policy. For purposes of this policy, the benefit year is defined as January 1st to December 31st.

This policy is provided to comply with the Company’s obligation to provide paid sick and safe time and mandatory paid leave (“PST”) to employee and is designed to be the exclusive process used to compensate employees who are eligible for mandatory PSST under applicable law. PTO-eligible employee may use their PTO for PSST purposes pursuant to the provisions of this policy and will not be provided an additional time off.

Full-Time Employee Accrual: Full-time employees accrue PTO each pay period at the following rates:

Years of Service	Accrual Per Bi-Weekly Pay Period	Annual Accrual	Maximum Bank
0-4 years of service	7.385 hours	192 hours/24 days	300 hours/37.5 days
5-9 years of service	8.923 hours	232 hours/29 days	348 hours/43.5 days
10 years and more of service	10.462 hours	272 hours/34 days	408 hours/51 days

Part-time employees will accrue a pro-rated amount of PTO based upon their part-time status equivalency to a full-time employee, e.g. if you are normally scheduled to work 20 hours, then you will accrue, during your first 4 years of service, an annual amount of 96 hours of PTO.

Changes to the PTO accrual amounts as indicated on the schedule above become effective in the pay period following an employee’s employment anniversary date with the Company.

Maximum Accrual and Carryover: PTO will accrue to a maximum bank as set forth in the

table above. Once this cap is reached, you will not accrue additional PTO until you have taken sufficient time off to reduce your accrual below this level. Once your accrued PTO is below the maximum, you will resume accruing PTO from that date forward. Any accrued, but unused, PTO time may be carried over into a new year up to your maximum accrual cap, unless otherwise provided by applicable law.¹

Use Of PTO²: You may use accrued PTO for paid vacation leave, paid sick and safe time (“PST”), as defined below, or any other type of paid time off. PST may be used for yourself and for family members as defined below.

- An employee’s health condition including a mental or physical illness, injury, or health condition; to allow the employee to obtain medical diagnosis, care, or treatment (including home care) for the same; or for an employee’s need for preventive medical care or routine medical appointments, including pregnancy, childbirth, pre-natal visits, postpartum care, and dental visits;
- To allow an employee to care for their family member with a health condition including a mental or physical illness, injury, or health condition; to allow an employee’s family member to obtain medical diagnosis, care, or treatment (including home care) for the same; or for an employee’s family member who needs preventive medical care or routine medical appointments, including as described in the bullet above;
- If an employee’s place of business has been closed by order of a public official due to a public health emergency (including exposure to an infectious agent, biological toxin, or hazardous material); to allow you to care for a child whose school or childcare provider has been closed for any of those same reasons, or for school or business closures as required by the individual paid sick leave jurisdiction;
- To care for a family member when it has been determined by the health authority or health care provider that the family member’s presence in the community could

¹ If you work in New Mexico, Seattle, or Washington, you will not have a maximum bank of PTO; however, the maximum amount of PTO that you may carryover from year-to-year will be:

Years of Service	Maximum Carryover
0-4 years of service	108 hours
5-9 years of service	116 hours
10 years and more of service	124 hours

² The Company provides employees with PTO that can be used as PST and public health emergency leave in accordance with the requirements of Colorado’s Healthy Families and Workplaces Act (“HFWA”). This Policy provides paid leave that is in at least an amount of hours and with pay sufficient to satisfy the HFWA. PTO-eligible employees may use their PTO for all of the same purposes covered by the HFWA and under all the same conditions as the HFWA, pursuant to the provisions of this policy, and will not be provided an additional time off benefit. In New York City, PTO may be used for any of the purposes set forth in the New York City Earned Sick and Safe Time Act (“ESSTA”) without any condition prohibited by the ESSTA.

jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has contracted the disease; or if any law or regulation requires the employer to exclude an employee from the workplace for health reasons;

- If an employee is a victim or has a family member who is a victim of domestic violence, harassment, sexual assault, sexual abuse, or stalking, and the employee or the employee's family member need time off to seek legal or law enforcement assistance, or to attend to the following: treatment by a health care provider, social services, victim services provider, counseling, safety planning, relocation, or other actions to increase safety for the employee or their family member or dependent; and
- Other reasons required by a jurisdiction with a mandated paid sick leave law if an employee is scheduled to work in that jurisdiction.³

Family Member. For purposes of this Policy, Family Member means the employee's spouse, domestic partner or equivalent designation, child, parent, sibling, grandparent, grandchild, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, and for any other "family member" identified by applicable law.

Designated Person. A family member also includes a "designated person" as follows:

- In San Francisco, Oakland, Berkeley, or Emeryville a family member also includes a "designated person." If an eligible employee who works in San Francisco, Oakland, Berkeley, or Emeryville does not have a spouse or registered domestic partner, the employee may designate one person as to whom the employee wishes to use PST under this Policy to aid or care for that person.
- Eligible employees working in California may designate one person for whom the employee wishes to use their available PST, at the time the employee requests to use PST. Employees are limited to having one designated person per 12-month period.
- Effective, January 1, 2024, employees working in Minnesota may annually designate one individual for whom the employee wishes to use PST.

This Policy is intended to meet or exceed the requirements of all relevant federal, state, county and local laws and regulations. In the event that any provision of this Policy conflicts with applicable laws and regulations, the applicable laws and regulations will govern.

PTO Request Procedures: Unless PTO is being used in conjunction with FMLA leave, another protected leave, emergencies, or for PST reasons, and in order to balance business and personal needs, all requested PTO days must be authorized by your manager. We request that all PTO requests that are not being used for such purposes, be submitted at least one

³ For eligible employees covered by Maine's Earned Paid Leave law, PTO can be used for any reason. For eligible employees covered by Nevada's Mandatory Paid Leave Law, PTO can be used for any reason. The Company uses its PTO policy to comply with its obligations under the Illinois Paid Leave for All Workers Act and the Cook County Paid Leave Ordinance.

week in advance of the time off. The more advance notice that is provided, the greater the likelihood that the request can be granted. Requests will be reviewed and approved at the Company’s discretion based on a number of factors, including business needs and staffing requirements. We reserve the right to deny requests to use PTO and to, as allowed by applicable law, require the use of PTO.

If you are using PTO for PST purposes and the need for PTO use is foreseeable, the following applies:

Location	Foreseeable Absences
<ul style="list-style-type: none"> • Oregon • Washington D.C. • State of Washington (including Seattle and Tacoma) 	<p>If the need to use PST under this Policy is foreseeable, the employee must provide at least 10 days advance notice – either orally or in writing – to their supervisor of the need to be absent for a PST covered reason or, if 10 days advance notice is not possible, then the employee must provide notice as early as practicable/possible.</p>
<ul style="list-style-type: none"> • Allegheny County, PA • Illinois (including Chicago and Cook County) • Maryland • Massachusetts • Minnesota (including Bloomington, Duluth, Minneapolis, and St. Paul) • New Jersey • New Mexico • New York City • Pittsburgh, PA 	<p>If the need to use PST under this Policy is foreseeable, the employee must provide at least 7 days advance notice – either orally or in writing – to their supervisor of the need to be absent for a PST covered reason or, if 7 days advance notice is not possible, then the employee must provide notice as early as practicable/possible.</p>
<ul style="list-style-type: none"> • All other jurisdictions⁴ 	<p>If the need to use PST under this Policy is foreseeable, an employee must provide reasonable advance notice – either orally or in writing – to their supervisor of the need to be absent for a PST covered reason.</p>

⁴ For employee who work in Maine, the Company requires they may be required to provide 4 weeks notice of planned vacations, etc. when using time under this policy. For employees who work in Nevada, for planned/foreseeable absences, they should provide between 3 to 5 days advance notice.

If the need to use PTO for a PST covered reason under this Policy is unforeseeable, you must provide notice – either orally or in writing – to your supervisor of the need to be absent for a PST covered reason as soon as practicable/possible.

In all circumstances, you are responsible for specifying that the time off is for PST reasons, so that the absence may be designated as a PST absence. Failure to obtain approval as soon as possible after determining the need to take PST may result in discipline.

PTO being taken for PST reasons may be used in an initial increment of one hour or in the smallest increment used by the payroll system, whichever is smaller, to cover all or just part of a work day. PTO being used for a PST covered reason will be paid in accordance with applicable law. PTO that is not being used for a PST covered reason will be paid at an employee’s base rate of pay or base hourly rate.

The Company will keep confidential the fact that your absence is for a PST covered reasons and any information provided to the Company in connection with your request for time off, except upon your request or otherwise with your consent.

If you use all of your PTO for personal reasons, you will not be provided additional PST should you later need it within the current calendar year. Because PTO is intended to provide you with sufficient PST, the Company reserves the right to require use of PTO when you are absent for one of the reasons specified above, to the extent allowed by law.

The Company will not count a PST absence when evaluating absenteeism. Therefore, any use of PST shall not count as an “occurrence” under any Company policy.

If a Company-observed holiday should fall during a time when you are using PTO, that day will be paid outside of your PTO and not be considered a PTO day for purposes of deducting time from your PTO bank.

You may not request to borrow PTO in advance of earning your actual PTO hours.

Verification/Certification of Absences

Location	
<ul style="list-style-type: none">• New Mexico•	If PST is used for two or more consecutive workdays the Company may require that the employee provide certification that the PST was used for a covered purpose.

<ul style="list-style-type: none"> • Allegheny County, PA • Arizona • Connecticut • District of Columbia • Maryland • New Jersey • Philadelphia, PA • Pittsburgh, PA 	<p>If PST is used for three or more consecutive workdays, the Company may require that the employee provide certification that the PST was used for a covered purpose.</p>
<ul style="list-style-type: none"> • Colorado • Chicago • Cook County • Maine • Minnesota (including Bloomington, Duluth, Minneapolis, and St. Paul) • Montgomery County, MD • New York City • New York State • Oregon • Rhode Island • Seattle • Tacoma • Washington 	<p>If PST is used for more than three consecutive workdays, the Company may require that the employee provide certification that the PST was used for a covered purpose.</p>
<ul style="list-style-type: none"> • Massachusetts 	<p>When the use of PST covers more than 24 consecutively scheduled work hours and/or:</p> <ul style="list-style-type: none"> • Exceeds 3 consecutive days on which the employee was scheduled to work • Occurs within 2 weeks before the employee’s final scheduled work day employment ends (unless a temporary employee) • Occurs after 4 unforeseeable and undocumented absences within a 3-month period • For employees aged 17 and under, occurs after 3 unforeseeable and undocumented absences within a 3-month period.
<ul style="list-style-type: none"> • All other jurisdictions 	

	The Company may request verification or certification regarding the use of PST as permitted by federal, state, or local law and consistent with its customary procedures for doing so.
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Depending on the circumstances, verification may include a doctor’s note (for the employee’s own or family member’s health condition); closure order for a school, business, childcare provider, or place of care; police report, court document, or court order of protection (indicating domestic violence, stalking, etc.); and/or other verification as permitted by applicable law. Any verification information requested by the Company should be submitted via email to Human Resources, and not to an employee’s manager.

Discipline – up to and including termination – may be taken against an employee who uses PST for a purpose not covered by, or in a manner not consistent with, applicable paid sick and safe time law. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy’s requirements concerning requesting, using, recording, verifying, and/or documenting use of PST.**PTO Pay:** PTO is not considered “hours worked” and is not counted for the purpose of your overtime hours of work or overtime premiums. Employees will accrue their full pro rata amount of PTO for any pay period in which they work or are paid by the Company. Employees are not considered to be “paid by the Company” when they are receiving Short-Term or Long-Term Disability benefits, state or local paid family and medical leave benefits, or workers’ compensation insurance.

To the extent permitted by law, you must use any accrued but unused PTO prior to taking an unpaid leave of absence.

The rate of pay for PTO taken for a PST covered reason will be calculated in accordance with applicable law. PTO that is not used for a PST covered reason will be paid at your base hourly rate or base salary.

Integration With Other Benefits: It is your responsibility to apply for any applicable benefits for which you may be eligible as a result of the illness or disability. Your PTO benefits will be fully integrated with other benefits available to you, as permitted by applicable law.

Separation of Employment: If your employment with the Company ends, we will pay you for all accrued, and unused PTO at your base rate of pay or base hourly rate.

Retaliation: The Company prohibits discrimination and/or retaliation against employees who request or use paid sick and safe time for authorized circumstances or for making a complaint or informing a person about suspected violations of this policy. Likewise, the Company prohibits discrimination and/or retaliation for cooperating with city or state officials in investigating claimed violations of any paid sick leave law, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation,

opposing any policy or practice that is prohibited by any paid sick leave law, or informing any person of his or her potential rights under the law.

Other Jurisdiction Specific Information:

Colorado

The Company's PTO policy provides paid leave that is in at least an amount of hours and with pay sufficient to satisfy the Colorado Healthy Family & Workplaces Act (HFWA). PTO may be used for all the same purposes covered by the HFWA and under all the same conditions as the HFWA. If an employee uses all of their available PTO for a non-HFWA-qualifying reason (e.g., vacation), the employee will not be provided additional paid leave, unless otherwise required under the law.

In the event that a public health emergency is declared by the governor or the federal, state, or local public health agency, employees covered by the HFWA can use their PTO as public health emergency leave ("PHEL").

Employees may be provided supplemental PHEL if they do not have access to sufficient PTO at the time that the public health emergency is declared. The Company will provide eligible employees with supplemental PHEL on the date a public health emergency is declared, if needed, to ensure that the employee has at least eighty (80) hours of paid leave available to be used as PHEL. Employees are only eligible to receive supplemental PHEL once during the entirety of a public health emergency, even if the public health emergency is amended, extended, restated, or prolonged.

Employees can use PHEL if they are unable to work for any of the following reasons:

- An employee's need to self-isolate and care for oneself because the employee is experiencing symptoms of, or diagnosed with, a communicable illness that is the cause of a public health agency;
- An employee's need to seek or obtain medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- An employee's need to seek preventive care concerning a communicable illness that is the cause of a public health emergency;
- An employee's need to care for a family member who is self-isolating due to experiencing symptoms of, or after being diagnosed with, a communicable illness that is the cause of a public health emergency;
- An employee's need to care for a family member who needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- An employee's need to care for a family member who is seeking preventive care concerning a communicable illness that is the cause of a public health emergency;

- A local, state, or federal public official or health authority having jurisdiction over the location in which the employee's place of employment is located or the employee's employer determines that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness;
- To care for a family member after a local, state, or federal public official or health authority having jurisdiction over the location in which the family member's place of employment is located or the family member's employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;
- To care for a child or other family member whose school or place of care has been closed or is unavailable due to a public health emergency; or
- An employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

Employees may use PHEL until four weeks after the official termination or suspension of the public health emergency. Employees must notify the Company of their need to use PHEL as soon as practicable. Employees will not be required to provide documentation substantiating the need for PHEL.

Minnesota

Effective January 1, 2024, for those employees working in the State of Minnesota the applicable notice of employee rights and remedies is attached.

For those employees working in Bloomington, Minneapolis, or St. Paul, the applicable notice of employee rights and remedies is attached.

Montgomery County, Maryland

For those employees working in Montgomery County, Maryland, a copy of the Montgomery County notice is attached.

New York City

For those employees working in New York City, the Company will not ask the employee to provide details about the medical condition that led the employee to use sick leave a health-related reason, or the personal situation that led the employee to use sick leave for absences due to domestic violence, a family offense matter, sexual offense, stalking or human trafficking. Any

information the Company receives about the employee's use of sick leave will be kept confidential and will not be disclosed to anyone without the employee's permission or as required by law

Philadelphia

For those employees working in Philadelphia, a copy of the Philadelphia poster is attached.

Seattle

For those employees working in Seattle, the Company is a Tier 3 employer (with 250 or more employees). In addition, employees who take PST will be paid their normal hourly rate. Employees will be able to determine the amount of PST available for use by reviewing their paystubs, which will include the available amount of PST.

In addition to the reasons stated above, employees in Seattle may use PTO if the Company reduces operations or closes for a health or safety-related reason.

In Seattle, for safe time absences, a "family or household member" includes children, spouses, domestic partners, parents, parents-in-law, stepparents, stepchildren, grandparents, grandchildren; former spouses, former domestic partners, persons who have a child in common (regardless of whether they have been married or lived together); any adult person related to the employee by blood or marriage and any person with whom the employee has a current or former dating or cohabitation relationship. A "parent" includes a biological or adoptive parent, or an individual who stood in loco parentis to an employee when the employee was a child. A "child" for purposes of Safe Time related to domestic violence means a biological, adopted, foster or step child, a legal ward or a child of a person standing in loco parentis who is under 18 years of age or is 18 or older but is incapable of self-care because of a mental or physical disability. For purposes of Safe Time for health-related closures, a "child" means a biological child, adopted child, foster child, stepchild or a child to whom an employee stands in loco parentis, is a legal guardian or is a de facto parent, regardless of age or dependency status.

If the Company requests verification/certification of an absence, employees must submit any required documentation within ten calendar days following the first day of PST. For employees using PTO for a PST covered reason related to the employee's or family member's status as a victim of domestic violence, sexual assault or stalking, employees must provide the requested verification in a timely manner after the Company requests it. If an employee anticipates that providing required verification will create an unreasonable burden or expense, the employee can provide a written or verbal explanation to the Company, which asserts that the use of PTO for a PST covered reasons was for an authorized purpose and explains how compliance with the verification request creates an unreasonable burden or expense on the employee. Within ten (10) calendar days of the employee providing an explanation to the Company, the Company will make a reasonable effort to identify and provide alternatives for the employee to meet the verification requirement in a manner which does not result in unreasonable burden or expense on the employee.

Washington

For those employees working in the state of Washington, the Company will notify employees at least monthly of the amount of PST accrued since the last notification, the amount reduced since the last notification, and the amount of leave available for use.

In the state of Washington, for absences related to the employee's or family member's status as a victim of domestic violence, sexual assault or stalking, "family member" also includes an individual with whom the employee has a dating relationship.

If the Company requests verification/certification of an absence, employees must submit any required documentation within ten calendar days following the first day of PST. For employees using paid PTO for a PST reason related to the employee's or family member's status as a victim of domestic violence, sexual assault or stalking, employees must provide the requested verification in a timely manner after the Company requests it. If an employee anticipates that providing required documentation will create an unreasonable burden, the employee can provide an oral or written explanation to the Company, which asserts that the use of PTO for a PST covered reason was for an authorized purpose and explains why the requested verification creates an unreasonable burden or expense for the employee. Within ten calendar days of the employee providing an explanation to the Company, the Company will make a reasonable effort to identify and provide alternatives for the employee to meet the verification requirement in a manner that does not result in unreasonable burden or expense on the employee.

Promoting Healthy Families and Workplaces

Chapter 9-4100
Effective May 13 2015

Requires Paid or Unpaid Leave

Examples of violations include:

Denied use of paid or unpaid sick leave;
Not tracking accrual of sick leave;
Not notifying employees of this benefit;
Not allowing to carry over sick leave each year;
Requiring a note for two days or less;
Not accepting a reasonable note;
Requiring a worker to find coverage;
Requiring a worker to make up hours;
And not allowing sick leave for sexual assault or domestic abuse.

Employees exempted from this law:

Hired to work 6 months or less
Hired for a 16 week period/ seasonal worker
Independent contractor/ 1099 tax form
Covered by a collective bargaining agreement
Adjunct professor
Pool employee or Per Diem
Student intern

If you believe you have been misclassified contact our office.

Employer requirements:

Employees will earn 1 hour of sick leave for every 40 hours of work, which may be limited to 40 hours each year.

The employer will keep records of sick leave accrual and use for all employees for **2 years**.

The employer will notify all employees of their right to this benefit.

The employer will provide **unpaid** sick leave for 9 or less employees.

The employer will provide **paid** sick leave for 10 or more employees at the regular rate of pay.

The employer will allow unused sick leave time to carry over from one year to the next year or front load.

The employer will provide earned unpaid sick leave once the employee has exhausted paid sick leave.

Retaliation is prohibited under this law.



**The Office of Benefits and
Wage Compliance**
215.686.0802
paidsickleave@phila.gov

Employers
Request compliance
assistance by contacting the
Office of Benefits and Wage
Compliance

Employees
File a complaint
by contacting the Office of
Benefits and Wage
Compliance

Montgomery County, Maryland

EARNED SICK AND SAFE LEAVE LAW

Montgomery County Code
Chapter 27 Human Rights and Civil Liberties, Article XIII

EFFECTIVE OCTOBER 1, 2016

Revised November 9, 2016

How is Earned Sick and Safe Leave Accrued?

An employee must accrue paid leave before accruing unpaid leave in a calendar year. Paid earned sick and safe leave must accrue at a rate of at least 1 hour for every 30 hours an employee works in the County.

An employer with FEWER THAN 5 EMPLOYEES:

- ✓ Must provide each employee with both paid and unpaid sick and safe leave for work performed in the County.
- ✓ Must not be required to allow an employee to:
- ✓ Earn more than 32 hours of paid earned sick and safe leave and 24 hours of unpaid earned sick and safe leave in a calendar year; or
- ✓ Use more than 80 hours of earned sick and safe leave in a calendar year.

An employer with 5 OR MORE EMPLOYEES must not be required to allow an employee to:

- ✓ Earn more than 56 hours of earned sick and safe leave in a calendar year; or
- ✓ Use more than 80 hours of earned sick and safe leave in a calendar year.

Permitted Uses of Earned Sick and Safe Leave:

- ✓ To care for or treat the employee's own illness (mental or physical), injury, or health condition.
- ✓ To obtain preventative medical care for the employee or their family member.
- ✓ To take care of a family member with an illness (physical or mental), injury, or health condition.
- ✓ When the employee's place of business or when the employee's family member's school or child care center has been closed by order of a public official due to a public health emergency.
- ✓ To care for a family member if a health official or health care provider determined the family member's presence in the community, due to exposure to a communicable disease, would jeopardize the health of others.
- ✓ Due to domestic violence, sexual assault, or stalking against the employee or the employee's family member. Leave must be used for medical attention, services from a victim services organization, legal services, or during the time that the employee has temporarily relocated.
- ✓ For the birth of a child or for the placement of a child with the employee for adoption or foster care.
- ✓ To care for a newborn, newly adopted, or newly placed child within one year for a newborn or adoption or placement.

An employer may not retaliate against an employee for exercising the rights granted by the Sick and Safe Leave Article.



If you think you have been subjected to a violation of any rights granted by the Earned Sick and Safe Leave Article, please contact:

Montgomery County Office of Human Rights

21 Maryland Avenue, Suite 330, Rockville, Maryland, 20850
240-777-8450, www.montgomerycountymd.gov/humanrights



CITY OF MINNEAPOLIS NOTICE TO EMPLOYEES

Minneapolis Labor and Employment Rights

Wage Theft Prevention

All employees have a legal right to receive:

- Timely and full payment of all earnings.
- Written notice (at start of employment) of certain terms, such as pay rate(s) and pay schedule.
- Earning statements (e.g. paystubs) documenting payments and sick and safe time hours.

Minimum Wage Scheduled Increases

	100 or Fewer Employees	More than 100 Employees
	Small Business	Large Business
July 1, 2019	\$11.00	\$12.25
July 1, 2020	\$11.75	\$13.25
July 1, 2021	\$12.50	\$14.25
July 1, 2022	\$13.50	\$15.00*
July 1, 2023	\$14.50	
July 1, 2024	Equal to Large Business*	

*Increases to account for inflation, every subsequent January 1st.

Sick and Safe Time (access to certain time off work)

- Employers **must pay** for use at employee's base rate (except if they employ fewer than six employees).
- A minimum of one hour accrues for every 30 hours worked, capped at 48 per year and 80 overall.
- Hours begin accruing on first day of work and may be used 90 calendar days later (or earlier if employer allows.) Part-time workers are included.



Sick Time

Medical or mental health condition, illness or injury



Safe Time

To address domestic abuse, sexual assault or stalking



Sick or Safe

Care for ill family member or during emergency closure of their school or place of care



Working. Thriving. Together

Help make Minneapolis a healthier, more secure, and more productive community.

➤ Report Violations

- Call 311.
- File a report online at minneapolismn.gov/laborenforcement
- File a report in person at City Hall, room 239, 350 S. Fifth St.

➤ Retaliation Prohibited

Interference with the exercise of a right protected under the minimum wage, sick and safe time or wage theft prevention ordinances is punishable by fine(s) up to \$3,000 per employee.