



# minnesota earned sick and safe time employee notice

*Chevron is legally-required to provide the information to employees working in Minnesota.*

Employees in **Minnesota** are entitled to **earned sick and safe time**, a form of paid sick leave (PSL); employees may use **up to 80 hours** of earned sick and safe time **each year**. For purposes of this earned sick and safe time, a year is January 1 to December 31. Chevron time off benefits and/or leave policies continue to apply to eligible employees, where applicable. However, state-specific time away – including this earned sick and safe time – will run at the same time, or concurrently, with the applicable Chevron benefit plan, policy, and time off bank.

## **Earned sick and safe time can be used for any of the following reasons:**

- *Your* mental or physical illness, treatment or preventive care.
- The mental or physical illness, treatment or preventive care of a *family member*.
- Your absence due to domestic abuse, sexual assault or stalking of *you* or *your family member*.
- Closure of *your workplace* due to weather or public emergency or closure of *your family member's* school or care facility due to weather or public emergency.
- When determined by a health authority or health care professional that *you* or *your family member* is at risk of infecting others with a communicable disease.

Remember, state-specific time away runs at the same time, or *concurrently*, with applicable Chevron time off benefit plans and/or policies. For this reason, when you use sick and safe time hours, the applicable Chevron benefit plan and/or policy time off bank will *also* be concurrently reduced. In addition, the sick and safe time hours used in the most recent pay period will appear on your pay statement labeled as the Chevron time off benefit plan/policy that was used concurrently with your sick and safe hours. The Chevron time system may not include a time code specific to your state's sick and safe time, so when you need to record sick and safe time hours on your timesheet, **contact your HR business partner** for further assistance.

Earned sick and safe time is paid at the same hourly rate you earn from employment. You are not required to seek or find a replacement for your shift to use earned sick and safe time, and you may use earned sick and safe time depending on your need, including for all or part of your scheduled work hours or shift.

## **Notifying employer, documentation**

As per state regulations, an employer can require employees to provide **up to seven days** of advance notice, when possible, before using sick and safe time. An employer can also require you to provide certain **documentation** regarding the reason for your use of earned sick and safe time if you use it for more than three consecutive workdays.

## **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**

Visit the department's earned sick and safe time webpage at [dli.mn.gov/sick-leave](https://dli.mn.gov/sick-leave).