

MEMO



TO: Field and Part-Time Associates
FROM: Office Management
DATE: 1/1/2024
RE: Minnesota Accrued Paid Sick Leave

Minnesota employees will accrue sick leave at the rate of not less than one hour for every 30 hours worked, beginning January 1st, 2024 or at the commencement of employment, whichever is later.

Employees may not accrue more than forty-eight (48) hours / six (6) days of sick leave during each calendar year. Accrued, but unused sick time shall carry over to the following year up to 80 hours. Employees may not use more than 48 hours of paid sick leave per year.

All employees may utilize accrued leave who perform work for at least 80 hours in a year in Minnesota.

Leave under this policy may be used in connection with the employee's mental or physical illness, treatment, or preventive care; A family member's mental or physical illness, treatment, or preventive care; Absence due to domestic abuse, sexual assault, or stalking of the employee or a family member; Closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and When determined by a health authority or healthcare professional that the employee or family member is at risk of infecting others with a communicable disease. A family member is defined as a: Child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent); Spouse or registered domestic partner; Sibling, stepsibling, or foster sibling; Biological, adoptive or foster parent, stepparent, or a person who stood in loco parentis (in place of a parent) when the employee was a minor child; Grandchild, foster grandchild or step-grandchild; Grandparent or step-grandparent; A child of a sibling of the employee; A sibling of the parents of the employee; A child-in-law or sibling-in-law; Any of the family members listed above of an employee's spouse or registered domestic partner; Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and Up to one individual annually designated by the employee.

When possible, employees should notify their supervisor in advance (no less than one hour) of their need to use available sick leave. A doctor's statement may be requested by the employee's supervisor after 3 or more consecutive days absence. Sick pay will be paid out at the employee's normal hourly pay rate.

Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.

Accrued but unused sick leave will not be paid upon termination.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to hr@apolloretail.com or faxed to (800) 783-5540.

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.

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.