



Saint Paul's Earned Sick & Safe Time Law goes into effect July 1st.

To learn about the support tools we've created for businesses, go to www.stpaul.gov/ESST or call 651-266-8900. **We're here to help.**



Dear Business Owners and Managers:

On July 1, 2017, the City of Saint Paul will join cities, states and private businesses nationwide to enact a new Earned Sick and Safe Time (ESST) ordinance. This ordinance applies to all employers in Saint Paul. The City of Saint Paul is working to ensure that all business owners understand the new law.

Here are some things to note about the new ordinance:

- Employees earn one hour of ESST for every 30 hours worked. For example: if you have an employee who works 60 hours, they would earn 2 hours of ESST.
- Employees can earn 48 hours of ESST per year.
- Employees can carry over up to 80 hours of unused ESST.
- Alternatively, hours may be “front-loaded,” meaning you can give them the hours at the start of the year.
- Nothing in the ordinance prevents you from granting more generous leave policies to your employees.
- Employees may use ESST for their needs or the needs of their family or household members. Employees may use ESST for personal or family illness, or if they are a victim of domestic abuse, sexual assault or stalking.
- If you have a Paid Time Off policy that meets the ordinance requirements, you do not need to provide more leave for your employees.
- You must keep a record of ESST for your employees.
- You cannot interfere with your employees’ right to use their ESST, and you cannot retaliate against them for exercising their rights under the ESST ordinance.

The Human Rights & Equal Economic Opportunity Department (HREEO) will implement the ordinance. By April 1st, 2017, HREEO will publish rules, frequently asked questions, and template employee ESST notices. These materials will be available at www.stpaul.gov/ESST. You can also sign up for email updates at this website.

If you have questions on ESST, you can email our office at LaborStandards@ci.stpaul.mn.us. You can also call **651-266-8900** and tell the person answering that you have a question on Earned Sick and Safe Time.

Thank you for your cooperation in implementing this important new law. Together, we can make Saint Paul an even better place to work and do business.

Atención. Si desea recibir asistencia gratuita para traducir esta información, envíe un correo electrónico a LaborStandards@ci.stpaul.mn.us.

Ceebtoom. Yog koj xav tau kev pab txhais daim ntawv no, email LaborStandards@ci.stpaul.mn.us.

Haddii aad dooneyso in lagaa kaalmeeoyo turjumidda akhbaartan, email u dir LaborStandards@ci.stpaul.mn.us.

Kind regards,



Jessica Kingston
Director, Department of Human Rights
& Equal Economic Opportunity



**Department of Human Rights
and Equal Economic Opportunity**

City of Saint Paul
280 City Hall
15 West Kellogg Boulevard
Saint Paul, MN 55102-1681

**Earned Sick & Safe Time
Starts July 1, 2017**

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