



# Safe and Sick Time Leave Policy

Policy number: TBD

Policy Owner: Chief HR Officer

Date of initial publication: July 1, 2017

## Section I. PURPOSE

Minneapolis and St. Paul City ordinances require employers in the cities to provide sick and safe time leave. This policy describes the university's practices for student employees, temporary staff and on-call staff.

## Section II. SCOPE AND APPLICABILITY

This policy governs all staff who do not have an appointment as regular full-time or regular part-time staff (e.g. student employees, temporary staff and on-call staff).

## Section III. DEFINITIONS

**Sick and safe time leave** is paid time off work that can be used for: (a) the employee's own illness, injury or health conditions, or medical appointments; (b) an illness, injury or health condition of, or medical appointments for a member of employee's family or household; (c) time off occasioned by domestic abuse, sexual assault or stalking (e.g., absences required for medical attention, obtaining victim services or counseling, relocation, or legal process) for the employee, a member of the employee's family or household or a person with a close association equivalent of a family relationship; or (d) to provide childcare to a family member in the event of an unexpected school or daycare closing (e.g. snow day).

**Family member**, for purposes of this policy, is an employee's child, step-child, adopted child, foster child, adult child, spouse, sibling, parent, step-parent, guardian, ward, member of the employee's household, domestic partner, or any individual related by blood or affinity whose close association with the employee is equivalent of a family member.

## Section IV. GENERAL PROVISIONS

### A. Notice

Employees must notify their supervisor about their need for sick and safe time leave at least seven (7) days prior to the absence, when the date of absence is known, or as soon as

possible when the absence is not planned or anticipated. Employees are expected to take reasonable measures to minimize the impact of their absences on their students, co-workers and departments, including, when possible, scheduling planned medical appointments at time of the day that minimize disruption and that do not conflict with classes or regularly scheduled meetings.

### **B. No Monetary Value**

Sick and safe time has no monetary value and unused sick and safe time is not paid out when employment ends.

### **C. Impact on Other Leaves**

If the reason for taking time off is for the employee's or family member's illness, sick and safe time will run concurrently with other available forms of leave for which the employee may be eligible, such as FMLA leave.

### **D. Absences of More than Three Days**

Employees who are absent for three consecutive days are required to contact the Benefits Office. The Benefits Office may require documentation of the need for sick and safe time leave of more than three (3) consecutive days.

### **E. No retaliation**

The University prohibits retaliation against employees for requesting or using sick and safe time in good faith and in accordance with this policy. Any concerns about retaliation should be addressed to Human Resources.

## **Section V. BENEFITS**

Student employees and hourly staff who do not have an appointment as regular full-time or part-time staff (e.g. temporary and on-call staff) accrue paid sick and safe time at a rate of one (1) of sick and safe time for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours per fiscal year (July 1 - June 30).

Accrued but unused sick and safe time may be carried over to the following year, provided, however, that the total amount of accrued but unused sick and safe time for the employee cannot exceed eighty (80) hours at a time.

Student employees and temporary and on-call staff begin to accrue sick and safe time on their first day of work but may not use sick and safe time until after ninety (90) calendar days of employment.

Student employees and temporary and on-call staff must record sick and safe time as they use it.

When there is a separation from employment and the employee is rehired by St. Thomas within (90) days of separation, previously accrued but unused sick and safe time will be reinstated.