



# Sick and Safe Time Leave Policy

Policy number: 424  
Policy owner: Office of Human Resources

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## SECTION I. PURPOSE

This policy describes the University's practices for providing sick and safe time leave in accordance with Minneapolis and St. Paul city ordinances.

## SECTION II. SCOPE AND APPLICABILITY

This policy governs all faculty, staff and student workers, including temporary staff and on-call staff.

## SECTION III. DEFINITIONS

- a. *Sick and safe time leave* is paid time off work that can be used for: (a) the employee's own illness, injury or health condition, 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 to a family relationship**; (d) the purpose of managing the effects of racial or colonial **trauma experienced by the employee, a member of the employee's family or household, or a member of the community** (e.g., victims of police brutality); or (e) the purpose of managing the effects of other identity-based trauma (e.g., based on sexual or **other identities**) **experienced by the employee, a member of the employee's family or household, or a member of the community**.
- b. *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, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family member**.

## SECTION IV. GENERAL PROVISIONS APPLICABLE TO ALL EMPLOYEES

### 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 times 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**

Sick and safe time will run concurrently with other available forms of leave for which the employee may be eligible, such as Family Medical Leave Act (FMLA) leave.

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

Employees who are absent for three (3) 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**

St. Thomas 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**

**A. Regular Non-Exempt (Hourly) Employees**

Regular hourly staff may use their accrued paid leave time for sick and safe time leave.

**B. Regular Exempt (Salaried) Staff, Regular Faculty and Adjunct Faculty**

It is the policy of St. Thomas not to reduce the salary of full-time faculty and exempt (salaried) staff, or the contracted compensation of adjunct faculty, who take reasonable time off for sick and safe time. Faculty must work closely with their department chair/colleagues to minimize the impact on students and are expected not to schedule appointments at times that conflict with class times, except in emergency situations.

Full-time faculty, adjunct faculty and salaried staff must record sick and safe time as they use it in Employee Self-Service (Murphy On-Line or successor system). Used sick and safe time can be recorded in one (1)-hour increments. If sick and safe time exceeds eighty (80) hours, further leave may be unpaid unless an alternate form of paid leave is available.

Employees who are eligible for short-term disability (STD) leave will use sick and safe time during the first week of an approved disability leave (the STD Benefit Waiting Period). This will be recorded for employees when processing your STD benefit payment. In addition, sick and safe time runs concurrently with STD benefits for exempt (salaried) employees. Employees may not supplement STD benefits with sick and safe time.

**C. Employees without Regular Faculty or Staff Appointments (Student Workers, On-Call and Temporary Staff)**

Student workers 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) hour 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 any time.

Student workers 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 workers and temporary and on-call staff must record sick and safe time as they use it. Used sick and safe time can be recorded in one-hour increments.

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

For questions, contact the Benefits Office at [benefits@stthomas.edu](mailto:benefits@stthomas.edu) or 651-962-6520.