

# DOES YOUR PAID TIME OFF POLICY CHECK OUT?

## AN EMPLOYER CHECKLIST FOR COMPLYING WITH THE CITY OF DULUTH'S EARNED SICK & SAFE TIME (ESST) ORDINANCE

**Do you have employees that work within Duluth city limits? The checklist below can help ensure that your policies meet the requirements of the City of Duluth's Earned Sick & Safe Time Ordinance that goes into effect January 1, 2020.**

- All of my part-time and full-time employees who work in Duluth qualify for ESST (Excluding seasonal workers, independent contractors, student interns, and railroad workers)
- My employees earn a minimum of 1 hour of ESST for every 50 hours worked
- My employees can begin using their accrued ESST 90 calendar days after being hired
- At the end of the year, my employees can carry over at least 40 hours of any remaining ESST
- My employees can use ESST for all of the following reasons, as outlined by the ordinance:
  - Physical illness, mental illness, injury, or health condition
  - Preventative medical care
  - To seek law enforcement, legal aid, or medical assistance in response to domestic assault, sexual assault, or stalking
  - To tend to the medical health, mental health, or safety of a family member
- I am keeping the records required by the ordinance for three years
  - Employee hours worked
  - ESST hours accrued
  - ESST hours used
- I allow my employees to use ESST in hour units and do not require use in increments of more than 4 hours at a time
- I have posted the city of Duluth "notice poster" or have otherwise effectively informed all of my employees of their rights under the ordinance
- If my policy requires a doctor's note or other verification, this requirement is only in effect for absences exceeding three consecutive work days

### More questions?

We're here to help: [sicktimeinfo@duluthmn.gov](mailto:sicktimeinfo@duluthmn.gov) or 218-730-5500

This checklist is provided as a quick reference for Employers. Complete guidelines can be found in Duluth City Code Chapter 29 as well as in the adopted ESST rules. It is the employer's responsibility to remain up-to-date on changes to the ESST law or rules.

Learn more: [www.duluthmn.gov/city-clerk/earned-sick-safe-time/about-earned-sick-safe-time/](http://www.duluthmn.gov/city-clerk/earned-sick-safe-time/about-earned-sick-safe-time/)

