

Subject: Minneapolis, MN Paid Sick Time

No: HR0042

Date Created: 06/17/16

Revised: New

Version #: 1

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1. PURPOSE

Adhere to the Minneapolis, MN requirement for paid sick leave.

2. SCOPE

This policy applies to all field employees, including part-time employees who perform at least 80 hours of work in the city of Minneapolis, MN.

3. POLICY

- Effective July 1, 2017, ABBTECH must provide paid sick leave to each employee who performs work in Minneapolis, MN.

Accrual

- For employees working for ABBTECH on or before July 1, 2017, paid sick leave begins to accrue on July 1, 2017
- For employees hired by ABBTECH after July 1, 2017, paid sick leave begins to accrue on the employee's first day of work.
- For every 30 hours worked, an employee accrues one hour of paid sick leave.
- Paid sick leave accrues only in hour-unit increments, not in fractions of an hour.
- There is a cap of 48 hours of accrued paid sick leave within a calendar year.
- Unused time may carry over from year to year but cannot exceed the cap of 80 hours.
- Accrued paid sick leave does not expire; it carries over from year-to-year. ABBTECH will not offer nor approve a "cash out" at the end of the year.
- ABBTECH is not required and will not pay employees for accrued unused paid sick leave upon the employee's termination, resignation, retirement, or other separation from employment.
- For employees who are not exempt from the overtime provision of the FLSA (Fair Labor Standards Act) paid sick leave accrues on all hours worked, including overtime hours.
- For employees who are exempt from the overtime provision of the FLSA (Fair Labor Standards Act), paid sick leave accrues on hours worked up to 40 hours in a week's time.

Use of Paid Sick Leave

Employees may use paid sick leave for the following:

- Mental or physical illness, injury or preventative health care (for either Employee or an Employee's family member).
- To care for a family member whose school or place of care has been closed due to inclement weather or other unexpected closure.
- To seek law enforcement or legal help for domestic violence or sexual assault (either for the Employee or an Employee's family member).
- To seek safety from domestic violence, sexual assault, or stalking, (either for the Employee or an Employee's family member).
- When reasonable employee is required to provide advance notice of use of paid sick leave, which may not exceed 7 days for foreseeable uses or as soon as possible for the unforeseeable uses.

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- When an employee uses earned sick time for three or more consecutive days, ABBTECH may require reasonable documentation that the sick time is due to a reason covered by the law.
- ABBTECH requires employees to use paid sick leave in a minimum of one hour increments and will only pay in a minimum of one hour increments, i.e. if employee uses 30 minutes, ABBTECH will pay 1 hour.
- An Employee can use sick time starting on the 90th calendar day of his or her employment.
- Employees who have worked at least 90 days may use sick time as soon as the employee accrues it.
- Employees may use sick leave up to 48 hours per year.
- Abuse of this paid sick leave policy will be handled as a performance issue. Repeated performance issues may include disciplinary action up to and including termination

Breaks-In-Service

- Employees who performed work for ABBTECH prior to July 1, 2017, were separated from employment before that date, and who are rehired by ABBTECH after that date begin accruing sick leave upon hire and are subject to the 90 calendar day waiting period prior to the use of paid sick leave. Prior sick leave hours are not reinstated.

Other ABBTECH Obligations

- ABBTECH must post a notice informing employees of their rights in a location where employees can read it easily. ABBTECH will post notice in Employee Portal as well as include the Policy in start package for newly hired employees working in Minneapolis, MN
- ABBTECH must retain records documenting hours worked by employees and paid sick leave taken by employees.
- Employees who are denied their rights under the law may file a complaint with the Minneapolis Department of Civil Rights.
- Employees who assert their rights to receive paid sick leave are protected from retaliation.

4. PROCEDURES

1. New field employee starts with a work location in the city of Minneapolis, MN
2. New Hire Coordinator include this Policy in their start package.
3. ABBTECH Accounting department adds employees to tracking system for managing accrued and used paid sick leave.

5. FORM(S) / REFERENCE MATERIAL

Minneapolis, MN Earned Paid Sick Leave Law Policy

6. REVISIONS

New Version #	Date	Item	Changes
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Signature/Confirmation

I have read and understand the Minneapolis, MN Paid Sick Time Policy.

Signature

Date

Print Name