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Earned sick and safe time employee notice (ESST) Policy

- 1; Employees who work in Minnesota for 80 hours in a year qualify for ESST, including part-time, seasonal, temporary and exempt staff.
- 2; ESST begins to accrue when an employee begins employment, not after working 80 hours.
- 3; ESST is paid at the same hourly rate the employee earns from employment.
- 4; The Employees will accrue at least one hour of ESST for every 30 hours they work, up to at least 48 hours annually and up to a total of 80 hours overall total accrued leave.
- 5; At the end of the calendar year the employee can carry over unused hours to a total of 80 hours.
- 6; Employees can use ESST for all of the following reasons. See below **"Earned sick and safe time can be used for"**
- 7; Employees can use ESST for any covered family member. See below, **"Which family members can an employee use ESST for"**
- 8; Employee may use ESST in the smallest increment of time tracked by MLG's payroll system.
- 9; MLG will keep records of hours worked and ESST taken by the employees. MLG's will use the calendar year as the benefit year.
- 10; The employee's paystub will show the earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period.
- 11; MLG requires their employees to provide MLG a seven (7) day advance notice for foreseeable ESST uses when possible before using sick and safe time.
- 12; MLG will only require written documentation from their employees to use ESST if they have been absent more than three consecutive days.
- 13; Employees are not required to seek or find a replacement for their shift to use earned sick and safe time.
- 14; MLG does not offer health insurance coverage.
- 15; MLG will keep sensitive information related to an employee's ESST leave confidential.
- 16; MLG will not retaliate in any way against employees for using or seeking to use ESST.

Earned sick and safe time can be used for:

- 1; an employee's mental or physical illness, treatment or preventive care;
- 2; the mental or physical illness, treatment or preventive care of an employee's family member;
- 3; absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- 4; closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- 5; when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Which family members can an employee use ESST for?

Employees may use earned sick and safe time for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.