



MINNESTONA- SICK AND SAFE TIME POLICY

All team members in Minnesota, including part-time and seasonal team members, will be eligible for paid Safe and Sick Time ("SST") so long as they work at least 80 hours in a year. SST may be used for the reasons set forth in Minn. Stat. § 181.9447, which include:

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

Team members 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 team member is legal guardian or child to whom the team member 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 team member 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 team member;
8. a sibling of the parents of the team member;
9. a child-in-law or sibling-in-law;
10. any of the family members (1 through 9 above) of a team member's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the team member is the equivalent of a family relationship; and
12. up to one individual annually designated by the team member.

Accruing SST:

Full-Time Salaried & Hourly Team Members:

Beginning January 1, 2024, all full-time team members will have 48 hours of SST frontloaded each year. All full-time team members will be paid at the end of the year (after December 31) for accrued unused SST at their regular hourly rate. SST may not be carried over from year to year.

Part & Seasonal Team Members:

Beginning January 1, 2024, or on the team member's start date, all part-time, temporary, seasonal, or other non-full-time team members will accrue 1 hour of SST for every 30 hours worked, up to 48 hours per year. The accrual year for purposes of earned SST is January 1 through December 31. Part-time and seasonal team members will carry over unused SST into the next year. However, at no time can a team member's accrued SST exceed 80 hours. A temporary or seasonal team member who is terminated will only have his or her SST restored if he or she returns to work within 180 days of separation and will be entitled to the SST hours accrued before separation.

Use of SST:

- Team members must notify their supervisors of the intention to use SST at least seven (7) days in advance if the team member's need for SST is foreseeable. If the need for SST is not foreseeable, the team member is required to provide their supervisor with as much advance notice as is practicable.
- Team members on SST for their own illness or injury for more than 3 consecutive days are to provide documentation from their health care provider verifying that their absence is for reasons covered under this policy upon their return to work. If the team member is unable to provide a such documentation, they must provide a written statement to their supervisor confirming their proper use of SST. However, should a team member's illness or injury pose a workplace safety concern, a release may be required from a healthcare provider certifying that the team member is medically cleared to return to work.
- SST shall not count as hours worked for the purpose of calculating overtime.
- Accrued and unused SST shall not be paid out upon separation from employment for any reason.

Team Member Rights and Remedies:

It is unlawful for CTI to retaliate or take adverse action against a team member for using or requesting SST or otherwise exercising their SST rights under the law. If a team member believes they have been retaliated against or improperly denied earned SST, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for SST violations.