



Duluth, MN Paid Sick Leave* (Part-Time Employees)

Eligibility

Effective January 1, 2020, all part-time employees in the City of Duluth, MN are eligible for Earned Sick and Safe Time (ESST). The accrual and use of Earned Sick and Safe Time is known in our Company systems as **Paid Sick Leave or PSL**.

Accruing PSL

Part-time employees accrue PSL starting January 1, 2020 OR from their date of hire (whichever is later) at the rate of one hour of PSL for every 50 hours worked, and can accrue up to 64 hours per year.

Using PSL

PSL may be taken in one-hour increments. Employees are entitled to use accrued PSL immediately after it has accrued with no waiting period.

Employees may use PSL for reasons including, but not limited to:

- Sick time, for an employee or family member's mental or physical illness, including preventive medical care.
- Safe time, for reasons related to domestic violence, sexual assault, or stalking, for an employee or an employee's family member.

Accrued PSL Balance

Part-time employees can see their own accrued PSL balance in Workday by clicking on "My Time Off Balance" from the Workday home page.

PSL Carryover

Up to 40 hours of unused PSL can be carried over from year to year.

Contact

Please contact your Corporate Payroll Analyst with any questions regarding Paid Sick Leave and PSL calculations.

* In accordance with federal, state and local regulations, the Company reserves the right to amend, modify, change, suspend, cancel or terminate this policy at any time.