

St. Paul, MN Paid Sick Leave* (Part-Time Employees)

Eligibility Effective January 1, 2018, all part-time employees at store MNM 06 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, 2018 OR from their date of hire (whichever is later) at the rate of one hour of PSL for every 30 hours worked, and can accrue up to 48 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, stalking, school closures due to inclement weather or other public safety issues, 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 80 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.

* The Company reserves the right at any time, to amend, modify, change, suspend, cancel or terminate this policy, in whole or in part.