

# CITY OF DULUTH

## NOTICE TO EMPLOYEES

# EARNED SICK AND SAFE TIME

By law, employers with five or more workers must provide paid time off to all part-time and full-time employees working within the city limits of Duluth.

This paid time off is earned by employees whenever they work in Duluth – for every 50 hours worked, employees earn one hour of paid leave.

### Employees can use Earned Sick and Safe Time (ESST) for:

- Caring for themselves or a family member due to a physical or mental health condition or illness.
- Attending a doctor's appointment or seeking preventative care.
- Caring for themselves, a family member, or a roommate for reasons related to domestic violence, sexual assault, or stalking.
- Lost hours due to closure of their place of employment for public health reasons.

### Employers cannot retaliate against employees for:

- Asserting their right to ESST/requesting to use ESST
- Filing a complaint with the City of Duluth
- Telling others about their rights

### EMPLOYERS MUST PROVIDE ESST. RETALIATION IS ILLEGAL.

If you believe your right to ESST has been violated, you can file a complaint:

218-730-5500 • [sicktimeinfo@duluthmn.gov](mailto:sicktimeinfo@duluthmn.gov)  
[www.duluthmn.gov/city-clerk/earned-sick-safe-time](http://www.duluthmn.gov/city-clerk/earned-sick-safe-time)

