

ATRIO HOME HEALTH CARE LLC – Sick and Safe Time Policy

Effective: January 1, 2024

Applies to: All employees working 80+ hours/year in Minnesota

Accrual & Usage

- You earn **1 hour of paid sick/safe time** for every **30 hours worked**
 - Max **48 hours per year**, with **carryover up to 80 hours**
 - Starts **on your first day of work**
 - You can **use hours as you earn them**
 - Paid at your **regular hourly/salary rate**
-

Reasons You Can Use ESST

- Your illness, medical care, or preventive care
- Care for a sick family member
- Domestic violence, sexual assault, or stalking
- Funeral, legal, or financial matters after a family death
- Workplace or school closures due to emergencies
- Risk of spreading communicable disease

Family includes children, spouse/partner, parents, siblings, grandparents, in-laws, or one person you designate annually.

Using Sick Time

ATRIO HOME HEALTH CARE LLC – Sick and Safe Time Policy

- Use in **smallest time you're paid for**, up to **4 hours at a time**
 - If you **know in advance**, give **up to 7 days' notice**
 - In emergencies, notify as **soon as you can**
-

Documentation

Only needed if you miss **more than 3 days in a row**
We accept:

- A doctor's note, or
 - A written statement from you
-

Your Rights

- **No retaliation** for using ESST
 - Sick time will **not count against your attendance**
 - Your health or personal information is kept **confidential**
-

Questions? Contact front desk at 651-377-1122 or emailing atriohr@gmail.com - you can also speak with your account manager directly

More info: SickLeave.MN.gov
