



## EARNED SICK & SAFE LEAVE REQUEST

P-R-I-N-T Employee Name: \_\_\_\_\_

P-R-I-N-T Participant Name: \_\_\_\_\_

Total Sick & Safe Hours Requested: \_\_\_\_\_

\*Signatures are required for payment

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Employer/Managing Party: \_\_\_\_\_ Date: \_\_\_\_\_

## SICK AND SAFE FREQUENTLY ASKED QUESTIONS

### How is Earned Sick & Safe Time Calculated and when do hours become qualified for use?

Employees working under A New Direction earn 1 hour of Sick & Safe Time for every 30 hours worked and can earn a maximum of 48 hours each year (Eff. 01/01/2024)

### What is my PTO Balance?

Accrued Balance and Sick & Safe Time Used Balances are located on your paycheck stub or Direct Deposit stub.

### Can I turn in Sick & Safe hours in addition to the hours worked?

Employees can turn in Sick & Safe hours above and beyond hours worked, however, they do not count toward overtime.

### When and how am I paid for my Sick & Safe hours? When do I submit my request for Sick & Safe hours?

You will receive a separate Direct Deposit and stub for Sick & Safe hours approved according to the payroll schedule. Request for Sick & Safe hours need to be submitted following the Payroll Payment Schedule.

### Options for submitting your Sick & Safe request:

Fax: 320-217-2814

E-Mail: [Kennedyb@yourfse.com](mailto:Kennedyb@yourfse.com)

Questions: Call your CDI Contact  
Mail: Consumer Directions  
PO Box 517  
St. Joseph, MN 56374

### What if I work with multiple clients?

Sick & Safe balances and accruals are listed on your pay stub and tracked separately by each Participant Employer you work for. If you work for two clients with two separate employer numbers, your Sick & Safe hours will be tracked separately on your two corresponding stubs.

### How many Sick & Safe hours can I accumulate?

Employees are allowed to carry over up to 80 hours of unused Sick & Safe hours each July 1st. Any Sick & Safe hours that you want to use for this year needs to be submitted by June 10, 2024.

### What can the Sick & Safe hours be used for?

Employees can use their earned sick and safe time for reasons such as:

- the employee'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 employee or a family member;
- closure of the employee'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 healthcare professional that the employee or family member is at risk of infecting others with a communicable disease.