



# Compliance Best Practices

## EARNED SICK AND SAFE TIME



**Review and update policies** to ensure existing PTO and sick leave policies align with ESST requirements, including accrual, usage, and carryover rules.



**Communicate clearly with employees** by providing written notice of ESST rights upon hire and including details in the employee handbook.



**Maintain accurate records** by tracking accrued and used ESST, even though reporting on pay stubs is no longer required as of May 25, 2024.



**Establish fair and consistent usage guidelines** to ensure requests for ESST are handled equitably, avoiding excessive notice or documentation requirements.



**Train managers and HR staff** on ESST regulations to prevent unlawful denial of leave and ensure compliance with anti-retaliation provisions.



**Stay updated on legal changes** by reviewing updates from the Minnesota Department of Labor and Industry and adjusting policies as needed.