



## Earned Sick and Safe Time Leave or Sick Leave Designation of Non-Family Member for the Purpose of Using Paid Leave

Pursuant to Minnesota's Earned Sick and Safe Time, see [Minnesota Statutes §181.032](#) and §§[181.9445-181.9448](#), the definition of a "family member" includes "up to one individual annually designated by the employee."

The designation must be made the first time the employee wishes to use their accrued sick and safe time leave or sick leave in a given year in connection with an individual not otherwise defined as a family member by the statute. Once made, the designation is in effect for the remainder of the annual period.

The annual period for this designation is the state's fiscal year, July 1 – June 30.

### TO BE COMPLETED BY THE EMPLOYEE

Employee Name \_\_\_\_\_ SEMA4 Id \_\_\_\_\_

Employee Working Title \_\_\_\_\_

Division/Department/Office \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

**I designate the following individual for purposes of using earned sick and safe time or sick leave for the designated annual period.**

Full Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

• *Return this completed form to your HR Office* •