



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

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 •