

[**Employers:** This is a sample employee notice employers can use to inform their employees about earned sick and safe time as required under [Minnesota Statutes § 181.9447, subdivision 9](#). Instructions for completing this notice are in brackets. Delete all instructions before providing this to the employee.]

Ceeb toom rau cov neeg ua hauj lwm txog qhov khwv kom tau cov xuab moo them thaum muaj mob hu ua sick thiab safe time

Cov neeg ua hauj lwm hauv lub xeev Minnesota yeej muaj cai kom khwv kom tau cov xuab moo them thaum qhaj hauj lwm rau qhov kev muaj mob hu ua sick thiab safe time, yog qhov es qhaj tabsis them nyiaj rau. Cov neeg ua hauj lwm khwv tau ntau li ib xuab moo them thaum qhaj hauj lwm rau qhov kev muaj mob hu ua sick thiab safe time txhua txhua 30 xuab moo twg es lawv ua hauj lwm, khwv tau ntau li 48 xuab moo ntawm ib xyoo twg. [If you are using a more generous accrual system or a front-loading system, edit the previous sentence and insert the applicable system for the employee who will receive this notice.] Ib lub xyoos rau qhov khwv kom tau cov sij hawm sick thiab safe time yog: [Note here how you define the accrual or benefit year for the employee. Examples include the calendar year, year by work anniversary or another 12-month period.]

Cov xuab moo them thaum qhaj hauj lwm rau qhov kev muaj mob hu ua sick thiab safe time es tus neeg ua hauj lwm tseem tshuav, nrog rau cov es twb tau muab siv tag lawm nyob rau daim tw tshev es nyuam qhuav tau lav nyiaj zaum tas los, yuav tsum muab teev rau hauv tus neeg daim tw tshev es lawv tau lav ib zaug twg. Cov xuab moo them thauj qhaj hauj lwm rau kev mob thiab safe time yuav tsum tau them kom ntau ib yam li qhov nyiaj khwv tau ntawm ib xuab moo twg ntawm lub chaw ua hauj lwm. Cov neeg ua hauj lwm tsis tas yuav tsum kom lawv nrhiav ib tug neeg ua hauj lwm hloov lawv thaum lawv siv lawv cov xuab moo khwv tau rau qhov kev mob thiab safe time. Lawv yuav tsum muaj qhov es khwv tau cov xuab moo thaum muaj mob hu ua sick thiab safe time rau tag nrho los yog ib nrab ntawm qhov siv (shift) hauj lwm, nyob ntawm seb lawv qhov xav tau yog dabtsi.

Cov xuab moo es khwv tau thaum muaj mob hu ua sick thiab safe time yeej siv tau rau:

- ib tug neeg ua hauj lwm muaj mob saum lub hlwb los yog muaj mob ntawm lub cev ntaj ntsug, muaj kev kho mob los yog kuaj mob thiab xav tshuaj;
- muaj mob saum lub hlwb los yog muaj mob ntawm lub cev ntaj ntsug, muaj kev kho mob los yog kuaj mob thiab xav tshuaj ntawm tus neeg ua hauj lwm tsev neeg;
- qhaj hauj lwm vim tias txij nkawm muaj kev tsis sib haum xeeb, muab quab yuam ua dev ua npua los yog phej muaj neeg soj lawv qab los ntawm ib tug neeg ua hauj lwm los yog lawv cov neeg hauv lawv lub tsev;
- lub chaw ua hauj lwm raug kaw vim yog huab cua tsis zoo los yog muaj tej kev xwm txheej kub ntxhov los yog cov tsev kawm ntawm cov neeg nyob hauv lub tsev raug kawm lawm los yog lub tsev zov menyuam kaw vim yog huab cua tsis zoo los yog muaj tej kev xwm txheej kub ntxhov; thiab

- thaum muaj kev txiav txim los ntawm cov thawj tswj saib kev noj qab haus huv los yog cov kws kho mob tias ib tug neeg ua hauj lwm los yog lawm tsev neeg muaj kev phoj sij yuav kis kab mob rau lwm tus los ntawm cov kab mob es kis tau.

Ceeb toom qhia rau lub chaw ua hauj lwm, cov ntaub ntawv

Ib lub chaw ua hauj lwm yeej nug kom tau lawv cov neeg ua hauj lwm kom yuav tsum tau muab cov ntaub ntawv kom ntev li xya hnuv ceeb toom qhia ua ntej thaum twg yog tias ua tau (piv txwv, thaum ib tug neeg ua hauj lwm muaj teem cial mus kuaj mob es twb tau teem ua ntej lawm) ua ntej siv cov xuab moo es khwv tau thaum muaj mob hu ua sick thiab safe time. Ib lub chaw ua hauj lwm yeej nug kom tau lawv cov neeg ua hauj lwm kom yuav tsum tau muab qee cov ntaub ntawv hais txog qhov laj thawj vim li cas lawv thiaj li siv cov xuab moo es khwv tau thaum muaj mob hu ua sick thiab safe time yog tias lawv siv ntev tshaj li peb hnuv sib law liag.

[The following is an example of an employer policy for employees to provide notice before using earned sick and safe time. Edit the following text to match your company's policy.] Yog tias ib tug neeg ua hauj lwm npaj yuav siv cov xuab moo es khwv tau thaum muaj mob hu ua sick thiab safe time rau ib qho laj thawj es yog teem cial kuaj mob, muaj kev kho mob los yog kuaj mob thiab xav tshuaj los yog lwv qhov laj thawj es tso cai rau siv es lawv yeej paub ua ntej lawm, qhia [name or position] es yog hu [phone, email or other communication] ua ntej kom ntev li ntev tau, tab sis tsawg kawg yog [number between one and seven] hnuv ua ntej. Nyob rau tej qhov xwm txheej es tus neeg ua hauj lwm ceeb toom qhia tsis tau ua ntej, tus neeg ua hauj lwm yuav tsum tiv tauj [name or position] ntawm [phone, email or other communication] kom sai li sai tau thaum lawv paub tias lawv tsis tau ua hauj lwm.

Pauj kua zaub ntsuab, muaj cai ua daim ntawv tsis txaus siab

Nws yog ib qho txhaum cai rau ib lub chaw ua hauj lwm los paj kua zaub ntsuab, los yog ua tej yam tsis zoo, rau ib tug neeg ua hauj lwm rau qhov lawv siv los yog nug kom siv tau lawv cov xuab moo es khwv tau thaum muaj mob hu ua sick thiab safe los yog thaum lawv xav siv lawv cov xuab moo es khwv tau thaum muaj mob hu ua sick thiab safe yam lawv muaj cai siv raws li tsab cai lij choj. Yog tias ib tug neeg ua hauj lwm ntseeg tias muaj leej twg paj kua zaub ntsuab rau lawv los yog tsis pub lawv siv cov xuab moo es khwv tau thaum muaj mob hu ua sick thiab safe yam tsis raug cai, lawv yeej ua tau daim ntawv tsis txaus siab nrog rau lub tuam tsev Minnesota Department of Labor and Industry. Lawv yeej ua tau ntawv mus foob hauv tsev hais plaub vim yog tsis pub siv cov xuab moo es khwv tau thaum muaj mob hu ua sick thiab safe yam tsis raug cai.

Kom paub ntau dua

Tiv tauj lub tuam tsev chav saib xyuas hauj lwm hu ua Minnesota Department of Labor and Industry's Labor Standards Division ntawm 651-284-5075 los yog esst.dli@state.mn.us los yog mus ntawm lub tuam tsev lub vas sab hais txog cov xuab moo es khwv tau thaum muaj mob hu ua sick thiab safe ntawm dli.mn.gov/sick-leave.

Daim ntawv no muaj cov ntaub ntawv tseem ceeb txog koj txoj hauj lwm. Khij lub npov nyob rau sab laug kom txais tau cov ntaub ntawv no yog rau koj hom lus.

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dokumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduqaan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ອອກຂອງນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waayee hojii keetii odeeffannoo barbaachisoo ta’an qabatee jira. Saaxinnii karaa bitaatti argamu kana irratti mallattoo godhi yoo afaan Kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ደብዳቤ ለአገልግሎት ለሚሰጡት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ ለንዲሰጡት ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လၢ်တၢ်လၢ်ဖိတၢ်ခါအံၤလၢ်ယၢ်တၢ်ဂ့ၢ်တၢ်ဂ့ၢ်အံၤကါဒိၣ်လၢ်အံၤတၢ်ယးဒီးန့ၣ်တၢ်ဖဲတၢ်ဖဲန့ၣ်လၢ်. တၢ်နီၣ်တၢ်ဒီးလၢ်အံၤတၢ်ကတၢၤလၢ်တၢ်ကဒီးန့ၣ်တၢ်ဂ့ၢ်တၢ်ဂ့ၢ်လၢ်ကျိာ်တၢ်ခါအံၤကါဒိၣ်တၢ်ဂ့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.