

[**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.]

Beeksisa hojjetaan yeroo dhukkubaa fi nageenya hojjechuun argate.

Hojjettoonni Minnesota yeroo dhukkubsataa fi nageenya qabu argachuuf mirga qabu, kunis bifa boqonnaa kaffaltii qabuudha. Hojjettoonni sa'aatii 30 hojjetan hundaaf yoo xiqqaate sa'aatii tokko yeroo dhukkubsataa fi nageenya argate walitti qabuu qabu, waggaa tokko keessatti yoo xiqqaate hanga sa'aatii 48tti. **[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.]** Waggaan tokko kaayyoowwan kuufama yeroo dhukkubsataa fi nageenya qabu hojjetaan argateef: **[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.]**

Sa'aatiin yeroo dhukkubsataa fi nageenya qabu argate, akkasumas kanneen yeroo kaffaltii dhiyoo keessatti itti fayyadaman, ibsa galii hojjetaa dhuma yeroo kaffaltii tokkoon tokkoon isaanii irratti argatan irratti agarsiifamuu qabu. Yeroon dhukkubsataa fi nageenya qabu argate sa'aatii tokkotti hojjettoonni hojii irraa argataniin kaffalamuu qaba. Hojjettoonni yeroo dhukkubsataa fi nageenya qabu argatan fayyadamuuf shiftoota isaaniif bakka bu'aa barbaaduu yookaan argachuun hin barbaachisu. Fedhii isaanii irratti hundaa'uun, shiftoota hundaaf yookaan gartokkoof yeroo dhukkubsataa fi nageenya qabu argatan fayyadamuu danda'u.

Yeroo dhukkubsataa fi nageenya argate itti fayyadamuu ni danda'ama:

- dhukkuba sammuu yookaan qaamaa hojjetaa, wal'aansa yookaan kunuunsa ittisaa;
- dhukkuba sammuu yookaan qaamaa, wal'aansa yookaan kunuunsa ittisaa miseensa maatii hojjetaa tokkoo;
- sababa miidhaa mana keessaa, miidhaa saalaa yookaan hojjetaa yookaan miseensa maatii isaanii rakkisuu irraa kan ka'e hojii irraa hafuu;
- sababa haala qilleensaa yookaan balaa tasaa ummataatiin bakki hojii hojjetaa cufamuu yookaan sababa haala qilleensaa yookaan balaa ummataatiin mana barumsaa yookaan bakki kunuunsa miseensa maatii isaanii cufuu; fi
- abbaan taayitaa fayyaa yookaan ogeessa eegumsa fayyaatiin hojjetaan tokko yookaan miseensi maatii isaanii dhukkuba daddarboo namoota birootiin qabamuuf balaa akka qabu yeroo murtaa'u.

Hojjechiisaa beeksisuu, sanada

Nama qacaruu danda'u hojjettootasaa akka isaan yeroo dhukkubbii fi nageenya fayyadamuu isaa dura yeroo danda'amu (fakkeenyaaf, yommuu hojjettaan tokko beellama ogeessa fayyaa yeroo dura murteeffame qabu)

guyyaa torba hanga ta'utti odeeffannoo dursanii akka kennan gaafachuu danda'a. Nama qacaruu danda'u akkasumas hojjettootasaa yommuu yeroo dhukkubbii fi nageenya argatan guyyaa hojii lamaan wal aanaa murteeffamaniif ol fayyadaman sababa fayyadama isaanii ilaalchisee ragaalee murtaa'an akka kennan gaafachuu danda'a.

[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.] Hojjetaan tokko yeroo dhukkubsataa fi nageenya qabu argate beellama, kunuunsa ittisaa yookaan sababa hayyamame kan biraa dursee beekuuf fayyadamuuf yoo karoofate, beeksisa [name or position] iraa [phone, email or other communication] hanga danda'ametti dursanii, garuu yoo xiqqaate [number between one and seven] guyyaa dursee. Haalota hojjetaan tokko dursee beeksisa kennuu hin dandeenye keessatti, hojjetaan [name or position] yeroo [phone, email or other communication] hojii hojjechuu akka hin dandeenye akkuma beekkeen irratti qunnamuu qaba.

Haaloo bahuu, mirga himannaa dhiyeessuu

Hojjechiisaan tokko hojjetaan tokko yeroo dhukkubaa fi nageenya argate fayyadamuu yookaan gaafachuu yookaan mirga yeroo dhukkubaa fi nageenya argate seeraan haala biraatiin fayyadamuu isaatiin haaloo ba'uun, yookaan tarkaanfii hamaa fudhachuun seeraan ala. Hojjetaan tokko yeroo dhukkubsataa fi nageenya argate irratti haaloo ba'uu yookaan sirnaan dhorkamuu isaa yoo amane, Kutaa hojjetaa fi industirii Minnesotaa tti komii dhiyeessu ni danda'a. Akkasumas yeroo dhukkubaa fi yeroo nageenya qabu cabsuu isaaniitiin himannaa siviilii mana murtiitti dhiyeessu ni danda'a.

Odeeffannoo dabalataaf

Kutaa Istaandardii hojjetaa fi industirii Minnesota 651-284-5075 yookaan esst.dli@state.mn.us qunnamaa yookaan fuula marsariitii yeroo dhukkubaa fi nageenya qabu kan biirichaa dli.mn.gov/sick-leave daawwadhaa.

Barreeffamni kun waa'ee qaxarrii keessanii odeeffannoo barbaachisaa ta'e of keessaa qaba. Odeeffannoo kana afaan kanaan fudhachuuf saanduqa bitaa jiru irratti mallattoo kaa'i.

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 lwm. 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 sanduugaan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ອະນຸຍາດນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. 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 ለአጠቃላይ በሚመለከት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥኩት ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လၢ်တၢ်လၢ်ဖိတခါအံၤလၢ်ယုၢ်တၢ်ဂ့ၢ်တၢ်ကျိၢ်အကါဒိၣ်လၢ်အတၢ်ယးဒီးနတၢ်ဖဲတၢ်မၤန့ၣ်လီၤ. တၢ်နီၣ်တၢ်အလၢ်အတၢ်ကတၢၤလၢ်တၢ်ကဒီးနတၢ်ဂ့ၢ်တၢ်ကျိၢ်လၢ်ကျိၢ်တခါအံၤအဂီၢ်တက့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.