

[**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.]

Ogeysiiska shaqaalaha ee waqtiga la kasbaday ee jirada iyo kan la keydsaday

Shaqaalaha Minnesota waxay xaq u leeyihiin in ay kasbadaan waqti jirada loogu talagalay iyo waqti ay keydsan karaan, oo ah nooc fasax shaqo oo lacag aad qaadaneysa. Shaqaaluhu waa in ay u ururto hal saac oo ay kasbanayaan jirro ahaan iyo waqti u keydsamaya ah 30kii saacadood ee kasta oo ay shaqeeyaan, ilaa ugu yaraan 48 saacadood sannadkii. [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.] Hal sano marka loo eego waqtiga u ururaya shaqaalaha ee jirada iyo wakhtiga la keydsado waa: [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.]

Saacadaha la kasbaday ee jiradda iyo tan la keydsado ee uu hayso qofka shaqaalaha ahi haysto, iyo saacadihii ugu danbeeyay ee la isticmaalay mushaar-qaadkii ugu dambeeyay, waa in lagu muujiyaa warqada mushaarka ee shaqaalaha ee ay helaan marka mushaar-qaadka waqtigiisii la gaaro mar kasta. Saacadaha la kasbaday ee jiradda iyo tan la keydsado waa in mushaarkoodu la mid noqdaa lacagta uu shaqaaluhu saacadii ku shaqeeyo. Shaqaalaha loogama baahna in ay raadiyaan ama keenaan qof bedela xilligooda shaqada si ay u isticmaalaan waqtigooda jiradda iyo tan la keydsado. Waxay u isticmaali karaan waqtiga la kasbaday ee jiradda iyo tan la keydsado dhamaantiis ama qayb ka mid ah waqtiga shaqada, taas oo ku xiran baahidooda.

Waqtiga la kasbaday ee jiradda iyo tan la keydsado waxaa loo isticmaali karaa:

- Jirrooyinka maskaxda ama jirka ee shaqaalaha, is daaweynta ama daryeelka ka hortagga ah;
- Jirrooyinka maskaxda ama jirka, daawaynta ama daryeelka caafimaadka ka hortagga ah ee xubin qoyska shaqaalaha ka mid ah;
- Maqnaansho ay sababtiisu tahay gaboodfalka xaaska, faraxumaynta galmada ama dabagal/faduul (stalking) qof shaqaale ah kugu sameynayo ama xubin qoyskooda ah;
- Xiritaanka goobta shaqada ee shaqaalaha sababo la xiriira cimilada ama xaaladaha degdegga ah ee bulshada ama xiritaanka iskuulka xubnaha qoyskooda ama xarunta daryeelka, cimilada ama xaaladda degdegga ah ee bulshada awgeed; iyo
- marka ay go'aamiyaan hay'adda caafimaadka ama xirfadle daryeelka caafimaadka ahi in shaqaalaha ama xubnaha qoyskoodu ay halis ugu jiraan in ay qaadsiiyaan dad kale cudur la kala qaado.

Ogeysiinta loo-shaqeeyaha, dukumentiyada

Loo-shaqeeyuhu wuxuu uga baahan karaa shaqaalihiisa in ay siiyaan ilaa toddobo maalmood oo ogaysiis ah marka ay suurtoagal tahay (tusaale, marka shaqaaluhu uu leeyahay ballan caafimaad oo hore loo qorsheeyay) kahor inta aysan isticmaalin waqti jirada iyo kan la kaydsado. Loo-shaqeeyaha waxa kale oo uu uga baahan karaa shaqaalihiisa in ay keenaan dukumentiyada gaar ah oo ku saabsan sababta ay u isticmaalayaan waqtiga la kasbaday ee jiradda iyo tan la keydsado haddii ay isticmaalaan in ka badan saddex maalmood oo isku xigta.

[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.] Haddii shaqaaluhu uu qorsheynayo inuu isticmaalo wakhtiga buka ee la kasbaday ee ballanta, daryeelka ka hortagga ama sabab kale oo la oggol yahay oo ay hore u yaqaaniin, ku ogeysii [name or position] qaab ah [phone, email or other communication] sida ugu fog ee suurtoagal ah, laakiin ugu yaraan ah [number between one and seven] maalmood ka hor. Xaaladaha marka shaqaaluhu aanu bixin karin ogaysiis hore, shaqaaluhu waa inuu la xiriiraa [name or position] qaabka ah [phone, email or other communication] isla marka ugu horeysa ee ay ogaadaan in aysan awoodi doonin in ay shaqeeyaan.

Aargoosi, xaqa aad u leedahay in aad cabasho gudbiso

Waa sharci darro in loo-shaqeeyuhu uu ka aargoosto, ama uu qaado tillaabo taban, oo lid ku ah shaqaalaha isticmaala ama codsada waqtiga la kasbaday ee jiradda iyo tan la keydsado ama haddii kale ay isticmaalaan xuquuqdooda waqtiga la kasbaday ee jiradda iyo tan la keydsado ee sharciga qabo. Haddii shaqaaluhu rumaysan yahay in aargudasho lagu sameeyay ama si aan sax ahayn loogu diiday waqtiga la kasbaday ee jiradda iyo tan la keydsado, waxay u dacwoon karaan Minnesota Department of Labor and Industry (Waaxda Shaqada iyo Warshadaha ee Minnesota). Waxa kale oo ay ka xarayn karaan dacwad madani ah maxkamadda si loo xukmiyo xad-gudubyada waqtiga la kasbaday ee jiradda iyo tan la keydsado la xiriirra.

Wixii macluumaad dheeraad ah

Kala xiriir Waaxda Shaqada iyo Warshadaha ee Minnesota Qaybteeda Heerarka Shaqada (Minnesota Department of Labor and Industry's Labor Standards Division) lambarka 651-284-5075 ama esst.dli@state.mn.us ama booqo bogga internetka ee waqtiga la kasbaday ee jiradda iyo tan la keydsado ee ah dli.mn.gov/sick-leave.

Dukumeentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadee sanduuqa bidixda xiga si aad ugu hesho macluumaadkan luqaddan.

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 sanduuqaan 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 ለአገልግሎት ለሚሰጡት አስፈላጊ መረጃ የያዘ ነው። ይህንን ደብዳቤ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጡት ከፈለጉ በዛው በስተግራ በኩል ባለው ሳጥን ውስጥ ምልክት ያድርጉ።
Karen / ကညီကျိာ်	လၢ်တၢ်လၢ်ဖိတခါအံၤလၢ်ယုၢ်တၢ်ဂ့ၢ်တၢ်ကျိၤအကါဒိၣ်လၢ်အတၢ်ယးဒီးနတၢ်ဖဲတၢ်မၤန့ၣ်လီၤ. တၢ်နီၣ်တၢ်အလၢ်အတၢ်ကတၢၤလၢ်တၢ်ကဒီးနတၢ်ဂ့ၢ်တၢ်ကျိၤလၢ်ကျိၣ်တခါအံၤအဂီၢ်တၢ်က့ၢ်.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.