



[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.]

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[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.]

Subject: Request for Sick or Safe Time Off

To: [Name or position] (Email: [phone, email or other communication])

From: [Name or position] (Email: [phone, email or other communication])

Date: [Date]

Subject: Request for Sick or Safe Time Off

Dear [Name or position],

I am writing to request [Number between one and seven] days of sick or safe time off starting [Start Date]. I will be available to work from [End Date].

Please let me know if you have any questions or concerns.

Thank you,

[Signature]

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