



Northwestern Minnesota Synod
Evangelical Lutheran Church in America

2025 Compensation Guidelines
for Lay Church Workers

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Synod Compensation Guidelines: A Resource to Assist Congregations/Parishes and Church Workers

The Northwestern Minnesota Synod has prepared the following 2024 Compensation Guidelines for use by congregation councils, parishes, other ministry agencies, and church workers. These guidelines offer guidance regarding the minimum levels of compensation that are appropriate for rostered ministers, Synod Authorized Ministers and non-rostered employees of congregations/parishes in the synod.

These guidelines are designed to be a *resource* to *assist* church leaders in compensating church workers in ways that are fair, supportive and mission-driven. These are recommendations, not legislative mandates. They are meant to be helpful, not dictatorial. Those who have drafted these guidelines hope that this resource will allow compensation planning to occur in such a way that the partnership between the Evangelical Lutheran Church in America, the synod, the congregation/parish and all church workers will be strengthened.

How have these guidelines been created?

- First, they were drafted by a team of laity, rostered ministers, and synod staff members.
- Second, these guidelines have been reviewed by the Synod Council, which is made up of laity and rostered ministers from each of the synod's eight conferences.
- Upon the recommendation of the Synod Council, these guidelines were reviewed, discussed and approved by the Northwestern Minnesota Synod Assembly, to which every congregation/parish in the synod is responsible to send voting members.

Throughout the process there has been considerable input from both lay leaders and church workers.

As you use these guidelines, please keep in mind that Ministers of Word and Sacrament, Ministers of Word of Service, and other church workers are valuable resources for the whole church. Rostered ministers, in particular, are called to serve the whole church. When a rostered minister is called to serve a congregation/parish, there are four partners to this process:

- A. **God**, who calls persons into ministries, through the church;
- B. **The congregation/parish** which issues the Letter of Call;
- C. **The rostered minister** who accepts the call; and
- D. **The synod** which supports the call process, with the synod bishop attesting each Letter of Call.

The compensation provided to a rostered minister is part of the Letter of Call documents that represent a covenant among all parties. This call may not be altered without consultation among and agreement from all parties. Thus it is important that all negotiations for change in compensation be done in conversation with the rostered minister and congregation/parish.

Finally, it goes without saying that compensation decisions should be viewed in light of other significant commitments by a congregation/parish—such as a commitment to justice for church staff persons and a commitment to supporting the work of the wider church through ELCA/synod mission support. If a congregation/parish is chronically under-compensating its staff, or if a congregation/parish is compensating staff in ways that are significantly higher than synod guidelines, it may be important to ponder the implications of this and consider alternatives. Congregation leaders are encouraged to consult with the synod bishop or a member of the synod pastoral staff in such discussions.

We warmly commend these compensation guidelines to the congregations and church workers of our synod.

Synod Council of the Northwestern Minnesota Synod
Evangelical Lutheran Church in America
Wholly Devoted to Loving God and Loving Our Neighbor

Introduction: How Our Faith Informs Us

Decisions about compensation for rostered ministers¹ and other church workers, like other issues the church faces, are best made in light of our core biblical and theological convictions. What are some of the faith commitments that will influence our approach to this important subject?

1. Our starting point is that the grace of God in Jesus Christ can be neither bought nor sold. God insists on giving it freely. Indeed, all Christians receive in baptism a call to serve and proclaim the Good News of God's undeserved love in Jesus Christ.
2. All Christians are to declare the gospel, especially to those who have never heard it. Within the church, however, some are called to make this task a major occupational commitment. Some members of the church are asked to devote a significant amount of their time and energy to the ministry of equipping all of God's people for service in the world. When the church calls such persons to dedicate so much of their lives to public ministries that they cannot be employed elsewhere, the church takes upon itself a responsibility to pay those persons an appropriate wage.
3. The principle that laborers deserve their food (Matthew 10:10) is attested throughout the scriptures. In the Old Testament, priests were granted a portion of the sacrifices made by the people; tithes and other offerings were received to support God's servants. In the New Testament, Paul speaks of the duty of churches to support their leaders, even though Paul chose to waive this right for himself (I Corinthians 9).
4. Insofar as the church is institutionally embodied, it is subject to the same standards of justice to which all human institutions are accountable. The church, however, is more than a human institution. At a deeper level, the church is the community of faith drawn together by God around the Word and Sacraments, empowered for witness in the world. Pastors, deacons and other lay staff are simultaneously *employed* by congregations/parishes and *called* by the church to be fellow workers with all of God's people in the Body of Christ.

As churches/parishes and ministry agencies make decisions about compensation for staff members, they will bear in mind the identity and calling that are ours in Jesus Christ. Compensation decisions should be made in such a way that (a) God's mission flourishes, (b) staff members are cherished as servants of God, (c) there is a sense of faithful partnership between church members and staff members, and (d) all areas of the church's ministry thrive.

The following guidelines are designed to assist congregations/parishes and ministry agencies (hereafter referred to simply as "congregations/parishes")² as they make decisions regarding the compensation of rostered ministers and non-rostered church staff. For additional assistance in determining a fair salary and benefits package for rostered ministers, please contact a member of the synod pastoral staff.

Adapted from a document used in the Southwestern Minnesota Synod.

¹ For the purpose of this document, the term rostered minister refers to a person who is on the roster of Ministry of Word and Sacrament or Ministry of Word and Service of the Evangelical Lutheran Church in America.

² "Ministry agencies" include organizations such as Bible camps, long-term care facilities, hospitals, campus ministries, etc.

I. MAKING COMPENSATION DECISIONS

The synod recommends that each congregation/parish have a *Personnel Committee* with a minimum of three persons, whose responsibilities would be:

- to develop, review, and revise personnel policies for the congregation/parish;
- to draft and periodically revise clear ministry descriptions (job descriptions) for each employee;
- to provide for regular (annual or semi-annual) evaluation of all members of the staff that includes goal review and goal setting;
- to assist with any needs, concerns, problems that may arise among the members of the staff; rostered ministers, and support staff;
- to meet annually with each staff member to discuss compensation needs and concerns;
- to recommend to the budgeting body (e.g. congregation/parish council, board of trustees, etc.) specific salary and benefits for each staff member;
- to advocate with the budgeting body on behalf of each staff member's compensation needs.

In congregations/parishes, compensation packages for staff persons should be set by the congregation/parish council or whichever elected body has the responsibility and authority to manage the fiscal affairs of the congregation/parish. This should be done in consultation with the staff person(s) and Personnel Committee with possible input from the Mutual Ministry Committee as an advocate for the staff person. *Congregation meetings are too large to be deliberative regarding specific compensation packages.* Facts necessary for responsible decisions about compensation are not always available to all members of the congregation/parish. The council should place the recommended compensation package(s) in the budget and present it to the congregation(s)/parish for ratification at the annual meeting (or at a special congregation meeting when a new call is being extended).

Starting on January 1, 2024, all employers in the State of Minnesota, including congregations, are required to comply with Minnesota's "Safe and Sick" law. This also applies to rostered ministers. Two attachments are included at the end of these guidelines which explain how to comply with this law.

It is helpful if the **compensation review** is held in the fall as part of the budget process.

- An annual compensation review is normally conducted by the Personnel Committee using these guidelines as the basis for the review. The Personnel Committee makes its recommendation to the appropriate budget-drafting committee and/or to the congregation/parish council.

For help in establishing a Personnel Committee, please refer to the resources listed in *Appendix C - Pastor and People: Making Mutual Ministry Work*, Augsburg Fortress. You may also contact a member of the synod pastoral staff for assistance.

II. COMPENSATION FOR LAY CHURCH STAFF

A. Some Basic Principles

Non-rostered church workers are professionals and should receive compensation similar to comparable professionals in the community. Salaries for church staff workers should also be commensurate with expectations placed upon them. Annual reviews inform the direction, continuing education goals, and compensation for each church worker.

When hired, the personnel committee or congregation/parish council, in consultation with the pastor or appropriate rostered minister, should describe the expectations of and compensation for the position in a letter of employment or other suitable document.

B. Salary

Congregations/parishes must conform to applicable federal and state laws regarding non-rostered employees. Accordingly, the personnel policies of the congregation/parish must provide for appropriate tax withholding, payment of the employer's share of the FICA (Social Security and Medicare) taxes, provision of workers' compensation insurance, adherence to applicable minimum wage laws and fair employment practices, etc.

Salaries for non-rostered church workers who provide necessary support services for ministry, such as secretaries, custodians, treasurers, financial secretaries, etc. will vary, depending upon the duties and expectations of each employee, and the qualifications required for each position. Recognizing the importance of such staff to the ministry of the congregation/parish, we recommend the following guidelines:

Helpful Salary guidelines for areas in Minnesota are available online using salary search tools. Also, calling other churches/parishes or businesses in your area about salaries for particular jobs may be helpful.

People serving in part-time positions should receive pro-rated salary and benefits. Other factors to take into consideration when determining salary are:

- Years of Experience: Additional compensation should be considered for a person with past support staff experience.
- Education: Additional compensation should be considered for each degree or certification germane to the present position.
- Merit: Merit is difficult to assess but is an important consideration in assessing compensation. Such factors as thoroughness, organization, attention to detail, cordiality, and promptness can be included.

C. Benefits

Portico Benefit Services states that laypersons working at least 20 hours per week for at least six months per year are eligible to participate in the ELCA pension and other benefits plan. Under the ELCA benefits program, coverage is available for health, retirement, disability and survivor benefits. Information about the ELCA pension programs is available at <https://porticobenefits.org/> or by calling 800.352.2876.

Some congregations/parishes prefer to provide other benefit options to non-rostered church workers. Such benefits should be described in the personnel policies of the congregation/parish and should be offered to all eligible non-rostered church workers.

D. Travel Reimbursement

If a non-rostered church worker is expected to travel on behalf of the congregation/parish and its ministries, he/she should be reimbursed at the IRS mileage rate.

E. Professional Expense Reimbursement

If the congregation/parish expects a non-rostered church worker to pay for ministry-related expenses that are the financial responsibility of the congregation/parish, these expenses should be reimbursed according to the same guidelines provided for rostered ministers.

F. Continuing Education

A continuing education plan is the study program by which non-rostered church employees may develop their present knowledge, acquire new skills, and experience growth for more effective service. Continuing education activity should relate to the employee's job responsibilities. It is recommended that full-time employees be eligible for up to 10 working days of continuing education time each year funded at a minimum of \$600 per year. Continuing education plans are discussed with and approved by the church worker's supervisor or governing board/committee.

G. Time Off

The recommended time off days for non-rostered church workers are as follows:

Vacation Days:

- | | |
|---------------------|--|
| a. Years 1-4 | 10 days or two proportional work weeks for part-time employees |
| b. Years 5-7 | 15 days or three proportional work weeks for part-time employees |
| c. Years 8 & beyond | 20 days or four proportional work weeks for part-time employees |

Sick Leave Days:

1 day per month

Holiday Days:

New Year's Day, Martin Luther King Day or Presidents Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

Usually sick leave and 50% of vacation hours earned each year are allowed to accumulate to a set maximum determined by the congregation/parish council.

H. Mutual Ministry

In order to help each congregation/parish of the Northwestern Minnesota Synod function effectively, the Synod strongly recommends that each congregation/parish form a Mutual Ministry (Staff Support) Committee. According to the model constitution of the ELCA, this committee should be composed of six persons who are appointed for two-year terms, three each on alternating years. Appointments are made by the president of the congregation/parish together with the pastor. However, it may be that size and method of appointment may vary in a given entity.

The purpose of the Mutual Ministry (Staff Support) Committee is to affirm and strengthen the mission efforts of the congregation/parish and the ministry which is performed by the staff.

Functions and benefits of a Mutual Ministry (Staff Support) Committee include:

- Helps develop open communication about expectations, attitudes, and concerns within the congregation/parish, the community, and staff.
- Identifies early warning signs of misunderstandings and takes action to diffuse certain problem situations before they escalate.
- Serves as a group with whom the rostered minister and other staff members can test new ideas and share confidential matters.
- Can plan strategies to improve skills of staff members or help develop plans within the congregation/parish to solve problem situations.

It is important that congregations/parishes establish a Mutual Ministry (Staff Support) Committee as part of their normal programming and not wait until there is a time of crisis in the congregation/parish with misunderstandings and hurt feelings. The committee should be understood as a significant element in the life of the rostered minister with regular reports to both the council and the congregation(s)/parish, although these reports will NOT include confidential matters.

For more information about Mutual Ministry (Staff Support) Committee it is suggested that each congregation/parish secure a copy of the booklet, *Pastor and People: Making Mutual Ministry Work*, Augsburg Fortress.

I. Other Provisions

Please see section III for provisions that normally apply to all employees of congregations/parishes. Please also see *Appendix B: Worksheet for Lay Church Workers*.

III. PROVISIONS THAT NORMALLY APPLY TO ALL EMPLOYEES OF CONGREGATIONS/PARISHES

A. Disability - Sick Leave

In the event that any church staff person covered under the **ELCA Pension** (Portico Benefit Services) **and other benefits plan** becomes medically **disabled**, it is expected that the congregation/parish provide up to two (2) months of continued salary, housing, and contributions to the ELCA Pension (Portico Benefit Services) and other benefits plans in a 12-month period. It is recommended that each congregation/parish develop written policies regarding **sick leave** for all its employees. In general, one day of sick leave is granted per month worked, cumulative to 90 days. Normally sick leave policies allow employees to use sick leave days to care for immediate family members who are ill. “Immediate family” is typically defined to include spouse, parents, siblings, children, in-laws, grandparents, and grandchildren.

B. Emergency/Funeral Leave

Absence of an employee for up to five days due to a death in the immediate family is normally permitted. “Immediate family” is typically defined to include spouse, parents, siblings, children, in-laws, grandparents, and grandchildren. If more than five days are needed, additional leave time may be granted at the discretion of the congregation/parish council.

C. Flexible Spending Accounts

All employees of congregations/parishes covered under Portico Benefit Services and other benefits plan may set up a Flexible Spending Account (FSA) to cover the family’s eligible health care expenses and eligible dependent (day) care expenses. For complete information on this option, please refer to <https://porticobenefits.org/>.

D. Ministry Descriptions (“Job Descriptions”)

The personnel committee or congregation/parish council should provide clear, well-defined ministry descriptions for all employees of the congregation/parish. Doing so will enhance performance and satisfaction for all employees.

E. Family Leave

A Minnesota law passed in 2023 requires that most employers provide a *minimum* of 12 weeks of paid family leave for most full-time employees. It is recommended that this same benefit, available to most Minnesota workers, also be extended to rostered and lay ministers and other church professionals.

(NOTE: [Multiple studies](#) reveal that, for most infants, *12 weeks* under the daily care of their parent(s) before entering day care provides increased health and well-being outcomes for both the child and the family.)

What is paid family leave? Family leave is paid time off with full salary and benefits for the care of a newborn or newly adopted child. During family leave the rostered minister or employee is released from *all* work-related responsibilities and tasks. Other provisions for all pastoral/congregation care and other work-related contingences should be planned to serve the congregation/organization during the time of leave.

It is recommended that each congregation/parish develop a written policy relating to parental leave.³

F. Personal Days

The congregation/parish may grant each employee 1-2 personal days off per year. Personal days are similar to vacation days. If they are not taken during the year granted, they may not be carried over to the following year.

G. Unemployment Compensation

Federal and state law generally exempts churches from this requirement as service performed in the employ of a religious organization.

³ Congregations that have called a rostered couple (two rostered persons married to each other) should give particular attention to the question of whether both rostered persons will receive full parental leave.

H. Workers' Compensation

All congregations/parishes are required by law to provide Workers' Compensation coverage for all employees. For purposes of Workers' Compensation, pastors are employees and therefore must be covered under Workers' Compensation.

Appendix A: Northwestern Minnesota Synod Travel Expense Reimbursement

In the total planning of the compensation/reimbursement package for the individual, it is important to disconnect compensation from reimbursement. One is salary; the other is repayment to the individual for out-of-pocket expenses incurred during his/her ministry on behalf of the congregation/parish.

The automobile reimbursement⁴ may be the single largest item of reimbursement for the individual, so it is important to plan wisely. Although the ministry of the congregation/parish must be of primary importance, pertinent tax issues must also be considered. The congregation/parish must fully reimburse the individual for official use of his/her vehicle for church business. Automobile expense reimbursement should be considered a congregation ministry expense not a part of the salary.

The following are options that individual and congregations/parishes may consider:

1. The congregation/parish leases the automobile and provides insurance, tolls, parking fees, maintenance, and repair coverage including a credit card for fuel.
2. The individual owns his/her car and is reimbursed from a draw account by the church treasurer.
3. The individual owns his/her car and the congregation/parish pays a flat car allowance as detailed in the church budget. If this option is chosen, the individual must file a Form 2106 detailing his/her costs and reimbursements. If the individual cannot verify that all dollars received were for professional miles driven, the residue must be claimed as taxable income.
4. The individual leases a vehicle and is reimbursed from a draw account by the church treasurer.

Regardless of the option used, the individual must keep complete records of automobile expenses, professional miles driven, and personal miles driven.

As leaders of congregations/parishes consider what is fair reimbursement for expenses incurred, they need to remember that the individual is assisting them in their ministry. The automobile is as important a ministry tool as is the telephone. Without full access to such tools, the entire ministry of a congregation/parish may be inhibited.

Adapted from documents used in the St. Paul Area Synod and the Southwestern Minnesota Synod.

⁴ Congregations/Parishes should stay abreast of changes in IRS regulations pertaining to automobile reimbursement

Appendix B: Worksheet for Lay Church Workers

This worksheet is designed to help congregations/parishes and ministry agencies build a compensation package for *Lay Church Workers*. Each item listed below is described in this document. For 2024, it is being recommended by the Synod Council that wages increase by 4%.

Compensation	2023 Actual	2024 Guidelines	2024 Proposed
INCOME			
Base Salary	_____	_____	_____
Other	_____	_____	_____
Total Income	_____	_____	_____
 TAXES PAID			
FICA Tax – Employer’s Share	_____	_____	_____
 PENSION & OTHER BENEFITS			
ELCA Pension & Other Benefits Program	_____	_____	_____
Other	_____	_____	_____
Total Pension and Other Benefits	_____	_____	_____
 EXPENSES			
Travel	_____	_____	_____
Professional	_____	_____	_____
Official Synod Meetings	_____	_____	_____
Continuing Education	_____	_____	_____
Other	_____	_____	_____
Total Expenses	_____	_____	_____
 NONFINANCIAL COMPENSATION			
Vacation	_____ wks	_____ wks	_____ wks
Continuing Education	_____ wks	_____ wks	_____ wks
Other	_____	_____	_____

Appendix C: Resources for Personnel and Compensation Issues in Congregations/Parishes of the ELCA

Bacher, Robert and Cooper-White, Michael, *Church Administration: Programs, Process, Purpose*, Minneapolis: Augsburg Fortress, 2007.

Berry, Erwin, *The Alban Personnel Handbook for Congregations*, Washington DC: Alban Institute, 1999.

Holford, Trish, *Our Staff: Building Our Human Resources*, Minneapolis: Augsburg Fortress,

2002. *Pastor and People: Making Mutual Ministry Work*, Minneapolis: Augsburg Fortress,

2003.

Peterson, Eugene, *Working the Angles: The Shape of Pastoral Integrity*, Grand Rapids: Eerdmans, 1987

Church Salary—website information from *Christianity Today*

[**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.]

Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. [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.] A year for purposes of the employee's earned sick and safe time accrual is: [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.]

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

[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.] If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform [name or position] by [phone, email or other communication] as far in advance as possible, but at least [number

State of MN Employee Sick and Safe Leave - **This applies to religious organizations. Effective Date, January 1, 2024**

An employee is eligible for sick and safe time if they:

- Work at least 80 hours in a year for an employer in Minnesota; and are not independent contractors.
- Employers must provide each employee in Minnesota at least **one hour** of paid sick and safe time for every 30 hours worked, up to at least 48 hours of accrued ESST a year.

Temporary and part-time employees are eligible for sick and safe time. Sick and safe time requirements will not apply to building and construction industry employees who are represented by a building and construction trades labor organization if a valid waiver of these requirements is provided in a collective bargaining agreement.

Employees can use their earned sick and safe time for reasons such as:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Employers must provide [earnings statements with certain required information](#) to employees at the end of each pay period.

When the ESST law goes into effect, employers will be required to include the following additional information on earnings statements:

1. the total number of sick and safe time hours accrued and available for use; and
2. the total number of sick and safe time hours used in the pay period.

(Quick Books does this if you use that bookkeeping software)

In addition, employers are required to keep records of hours worked as well as other information and must retain these records for three years.

Instead of placing ESST hours on employees' earnings statements, can employers tell employees how to find information about their ESST hours in their timekeeping system?

No. Minnesota law requires employers to include information about ESST hours available for use and used in the pay period on earnings statements provided to employees. However, in addition to the earnings statement requirement, employers may choose to make this information available through their company portal, timekeeping software, or other accessible systems as well.

If you are front-loading the sick time at the beginning of the year, the notice to those employees would state that their ESST is included in their annual front-loading of sick time.)

What ESST responsibilities does an employer have if they already provide leave?

A paid time off (PTO) plan or other type of paid leave (including sick or vacation time) can satisfy the ESST law if the plan meets Minnesota's ESST requirements. Nothing prohibits an employer from providing more generous leave policies than the minimum required by the ESST law.

The name of the employer's paid time off or other paid leave policy does not matter. It does not have to be called "earned sick and safe time" to meet the requirements of the law.

Do employers need to provide employees with notice regarding their rights under the ESST law?

Yes, employers must provide notice to all employees that includes at least the following information:

1. employees are entitled to ESST;
2. the amount of ESST they will accrue;
3. the accrual year for the employee (as set by the employer);
4. the terms regarding when employees may use ESST;
5. a copy of any existing written policy regarding employees providing notice to use ESST;
6. an explanation that retaliation for requesting or using ESST is prohibited; and
7. an explanation that employees have a right to file a complaint or to bring a civil action if ESST is denied or if employees are retaliated against for requesting or using ESST.

This notice needs to be provided to employees in English and the primary language of the employee. DLI has posted a sample notice for employer use; however, employers are not required to use the sample notice as long as their notice contains all of the required information above. The sample notice is available on the [Workplace Notices and posters](#) webpage. It is in English and translated into 17 additional languages; employers can request additional languages.

In what manner must employers provide the ESST notice to employees? Employers must provide the ESST notice in a manner that is at least as effective as one of these options:

1. posting a copy of the notice at each location where employees perform work;

2. providing a paper or electronic copy of the notice to all employees; or
3. posting the notice on a web-based or app-based platform that employees use to perform work.

An employer that provides an employee handbook to its employees must also include in the handbook a copy of the required earned sick and safe time information.

When must an employer provide the ESST notice to employees?

Employers must provide the ESST notice to employees upon the start of their employment or by January 1, 2024, when the ESST law goes into effect, whichever date is later.

Easy Tracking - For every 30 hours worked accumulate 1 hour of Sick and Safe Time

If it is a salaried employee, front load 80 hours of Sick and Safe Time at the beginning of 2024 and you are covered. The employee must report when they are using Sick and Safe Time and a deduction in their available balance must happen.