



Mineral



Question of the Week

May 20, 2026

Question

We're making some changes while an employee is on vacation. How should we communicate these to the employee?

ANSWER

If at all possible, wait until the employee returns from vacation before telling them about these changes. Employees should be able to enjoy their time away and not be expected to check their email or other work messages. For nonexempt employees, time spent doing so could be compensable work.

Once they're back, you can communicate the changes in whatever way seems best given the nature of the changes. If the employee is likely to have a lot of questions or concerns, a meeting to discuss the changes might be preferable. Otherwise, written notice would probably be sufficient.

However, if the updates involve wage and hour information or other employment details—such as pay rate, overtime rate, payday, or employer information—you should check state law as there could be specific notice requirements you need to follow.

You can learn more about wage and hour laws on the platform.

This Q&A does not constitute legal advice and does not address state or local law.