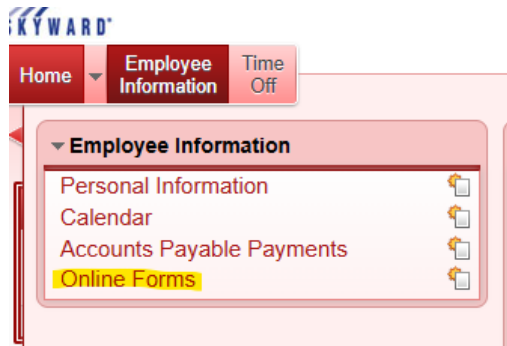
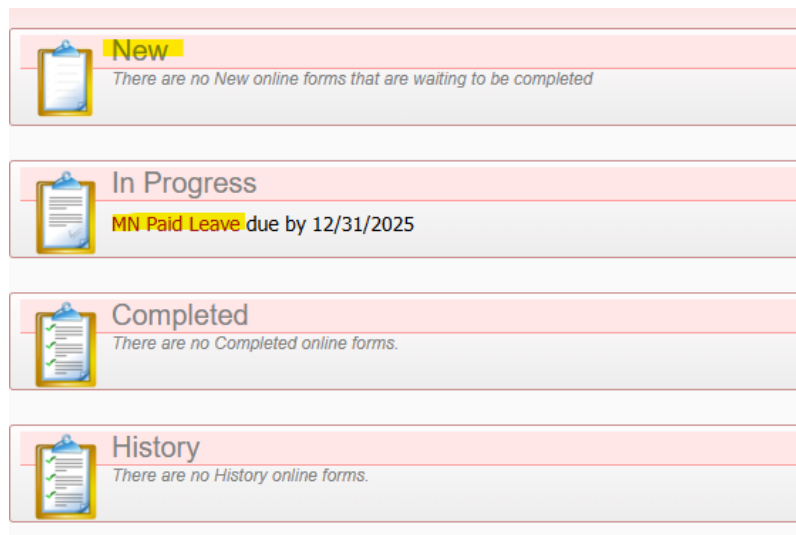
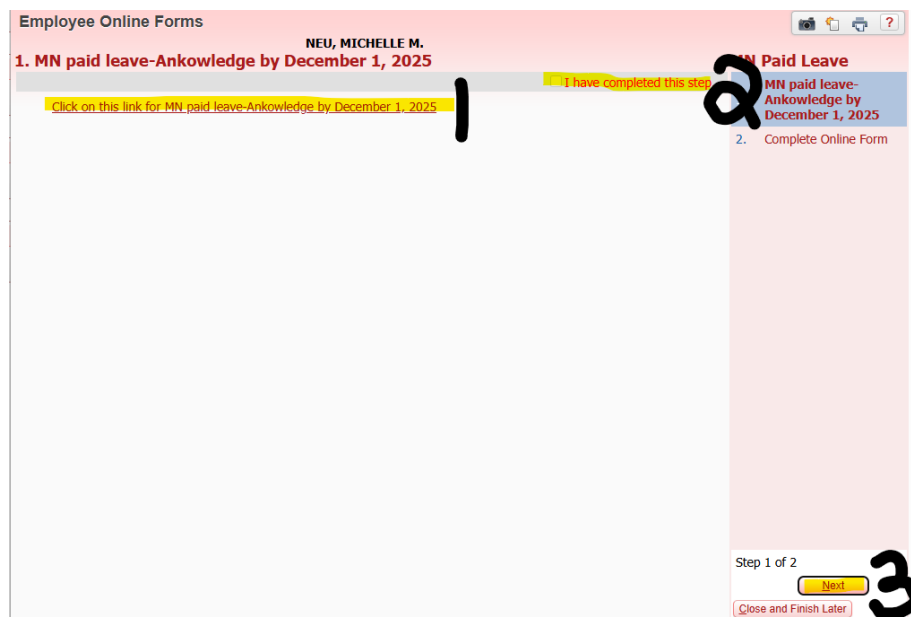




Your link for the MN Paid Leave will appear under the New section.



You will need to complete the following 3 steps. Make sure you are reading the MN paid leave – acknowledge by December 1, 2025 in its entirety.



EMPLOYER NOTICE OF YOUR RIGHTS UNDER MINNESOTA PAID LEAVE LAW

Minnesota Paid Leave

Effective January 1, 2026, Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave - to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave - to care for a family member with a serious health condition
- Military Family Leave - to support a family member called to active duty
- Safety Leave - to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

STMA employees are covered by Minnesota Paid Leave. You may qualify for payments if you've been paid 5.3% of the state's average in the past year (\$3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- Job Protections: Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- Health Insurance Continuation: Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- No Retaliation or Interference: Employers must not interfere with or retaliate against you if you apply for or use Paid leave. Employers cannot take you Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of wages up to the cap set by Social Security's Old-Age, Survivors, and Disability Insurance program (currently \$176,000). STMA will pay 0.44% of this premium and the employee will pay 0.44% of this premium. As a result, STMA will deduct 0.44% of your wages to fund your portion of the premium. This total premium covers both Medical Leave (0.61%) and Family leave (0.27%).

Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

Your premium contributions are:

Total Medical Leave Premium: 0.61%	
Medical Leave STMA Schools	will contribute 0.305 % of the Medical Leave Contribution and the remaining 0.305 % will be deducted from your wages
Total Family Leave Premium: 0.27%	
Family Leave STMA Schools	will contribute 0.135 % of the Family Leave Contribution and the remaining 0.135 % will be deducted from your wages
Total deducted from your wages	0.44 %

How do I take Paid Leave?

- Notify your employer. STMA Schools will expect a 30 day notice when feasible or reasonable.
- Apply with Paid Leave. You will be able to apply for Paid Leave at paidleave.mn.gov. You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit cards selected in your application.

Learn more

Visit paidleave.mn.gov to apply or for more information about Paid Leave, including calculators to help you estimate your premium costs and the payments you could receive under Paid Leave.

Other ways to reach us

Phone: 651-556-7777 or 844-556-0444 (toll free). E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid leave Division

180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above. This notice may be provided in any language upon request with notification to Employee Services at 763-497-6500 or by contacting michellen@mystma.org. Please do not hesitate to reach out and let us know.

Employer Information:

For more information about STMA administration of Minnesota Paid Leave, you can visit the Employee Services/Human Resources webpage at <https://www.stma.k12.mn.us/our-district-new/departments-human-resources>

You can also contact:

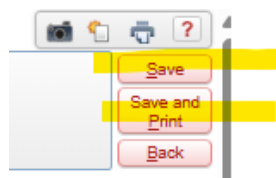
- Michelle Neu- STMA Benefits and Leave Coordinator at michellen@mystma.org or call 763-497-3180, ext. 5578
- Douglas Birk- Executive Director of Administrative Services at douglasbi@mystma.org or call 763-497-604, ext. 5504.

Employer Name: St. Michael-Alberville School District ISD #895
Mailing Address: 11343 50th St NE, Albertville, MN 55301
Employer Identification Number (FEIN): 41-600-4774

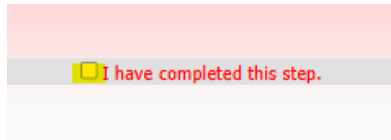
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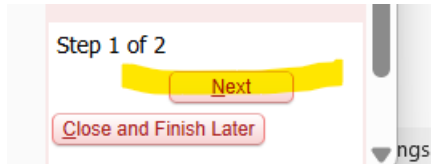
Your Name and date will auto populate; you will need to enter the date that you read through it. You will not be able to acknowledge that you have seen this document. In the top right corner, you will see the following choices. You must select one of the highlighted items to move forward.



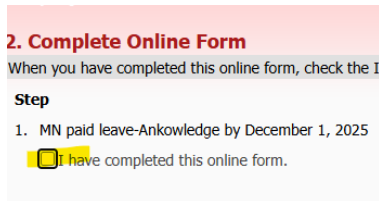
Once that is completed you should be able to check the acknowledgment to complete the task.



Then you will click on.



That will bring you to the following screen, where you will need to click on the checkbox.



Once you complete that checkbox, click finish and you have completed the form.

