

# Minnesota Paid Leave

Effective January 1, 2026, the State of Minnesota will implement the Minnesota Paid Leave Program (MNPL), providing eligible employees with paid time off for family and medical leave reasons. Fridley Public Schools is a participant in the State of Minnesota's Paid Leave program, which is administered by the Department of Employment and Economic Development (DEED). MNPL benefits are funded through premium contributions payable to the State of Minnesota.

## **Premium**

The program is funded through payroll premiums 100% funded by the District.

## **Eligibility**

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

- Meet the requirements for the reasons for leave.
- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by Minnesota law at the time of your requested leave.

## **Benefit Amount**

An employee's weekly MNPL benefits are calculated and determined by DEED. The amount is based on the employee's income level and the maximum employees will receive will be between 55% and 90% of their regular wages while on MNPL, with a maximum weekly benefit set at the state average wage.

## **Benefit Year**

The benefit year is a 12-month period measured forward from an employee's first day of leave taken.

## **Leave Entitlement and Usage**

The State of Minnesota may approve MNPL for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
  - Bond with a child through birth, adoption, or foster placement
  - Care for a family member with a serious health condition
  - Support a military family member called to active duty
  - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

### **Definitions**

- **Family member** includes:
  - Spouse or partner
  - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
  - Parent or person who raised you
  - Sibling
  - Grandchild or grandparent
  - In-laws (including son, daughter, father, or mother)
  - Anyone close to you who depends on you like family, even if not related by blood
  
- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

### **Supplementing Pay**

The school district allows employees using MN Paid Leave benefits to supplement, or "top off," MN Paid Leave benefits with accumulated leave balances. If an employee chooses to supplement MN Paid Leave benefits in this way, the combined weekly sum of MN Paid Leave benefits and school district-provided paid leave benefits cannot exceed their Individual Average Weekly Wage (IAWW).

### **Accrual of Vacation and Sick Leave During Paid Leave**

In accordance with MNPL, benefits paid directly by the State are not considered wages paid by the employer. Accordingly, employees will not accrue vacation, sick leave, or personal leave, for any hours or days during which they are receiving MNPL benefits.

### **Benefit Contributions During Leave**

Unless you revoke your coverage while on MNPL, Fridley Public Schools will continue to provide group health insurance coverage under the same conditions as the coverage was provided before you took the leave.

When you are approved for leave under the Minnesota Paid Leave Program, you will receive wage replacement directly from DEED. As a result, you will not receive regular pay from the District during the period you are receiving Paid Leave benefits unless you choose to supplement using your accrued time-off.

Because you may receive no paycheck or a very small paycheck through the District during this time, normal payroll deductions (such as health insurance premiums, retirement contributions, flexible spending accounts, union dues, or other elected deductions) will not occur automatically.

You should make arrangements in advance with the Human Resources Department to ensure continued coverage of any benefits that require employee contributions during your leave period. Payment arrangements must be made before the leave begins whenever possible to avoid interruption of benefits.

### **Coordination with Other Leave Programs**

The Minnesota Paid Leave program runs concurrently, where applicable, with other leave laws and district benefits, including:

FMLA (Family and Medical Leave Act): Paid Leave and FMLA will generally run concurrently when the reason for leave qualifies under both laws.

PPL (Paid Parental Leave): MNPL will run concurrently with Minnesota pregnancy and parenting leave.

The HR Department will assist you in coordinating benefits to ensure compliance and prevent duplication of pay.

### **Intermittent Leave Increments**

Intermittent leave through the Minnesota Paid Leave program may be taken in increments as small as one day. Employees must schedule intermittent leave in a manner that does not unduly disrupt District operations, subject to reasonable notice requirements.

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

1. **Eligibility.** In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).
2. **Notice.** In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the Human Resources Department of the need for intermittent leave *before* applying for MNPL benefits.

As part of the notice, employees must provide Fridley Public Schools with the following:

1. A proposed intermittent leave schedule; and
2. A completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.
3. **Increments of Leave & Maximum Number of Hours.** Consistent with other forms of leave provided by Fridley Public Schools, employees may take intermittent

leave in increments of a minimum of **30 minutes**. If eligible for intermittent leave, Fridley Public Schools allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

### **Intermittent and Continuous Leave Limitations**

After an employee has used 480 hours (12 weeks) of intermittent leave within a benefit year for the same qualifying reason, any additional leave for that reason may be required to be taken on a continuous basis for the remainder of the leave period. Employees should work with HR to plan and schedule any extended or ongoing leave based on approval from human resources.

### **Attendance and Call-Out Procedures**

Employees are required by law to begin their Paid Leave application through their employer before filing with the State or private plan provider.

Employees must:

- Notify their supervisor and HR as soon as possible when a qualifying event occurs;
- Follow the District's normal call-out procedures for any absences; and
- Complete the required Leave of Absence form located on the staff site.

Failure to provide required notice may result in a delay of benefit approval or pay. The District will provide you with all necessary forms and information for completing the application process.

### **Notice**

Prior to starting a claim with the State, you should reach out to Human Resources to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least 30 days notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

### **Claim Submission and Completion**

It is the employee's responsibility to initiate a claim and to provide all necessary supporting information and documents in a timely manner as required. If you fail to initiate a claim and/or provide all requested information within the required timelines, the claim may be denied or closed.

### **Determination of Claim Approval or Denial**

Fridley Public Schools does not make the determination of whether or not an employee's claim is approved or denied. Fridley Public Schools will provide information to DEED as requested; however, Fridley Public Schools does not determine the outcome of the claim.

**Reinstatement**

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for Fridley Public Schools for a minimum of 90 calendar days. Upon return to work, if it becomes evident that you are unable to perform the key essential functions of their position (with or without reasonable accommodation), Fridley Public Schools may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

**Retaliation**

Fridley Public Schools will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.