

Minnesota Paid Leave

Overview

The Greenway school district provides time off to eligible employees who qualify for Minnesota Paid Leave (MN Paid Leave) benefits under Minnesota law. The Greenway school district participates in Minnesota's state MN Paid Leave program, which is administered by the Department of Employment and Economic Development (DEED).

Premiums

MN Paid Leave benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between the school district and employee as follows:

- The school district will pay 50% of the required premium.
- Employees will pay 50% of the premium cost through payroll deductions.[AT1]

Eligibility

Eligibility determinations for MN Paid Leave benefits are made by the State of Minnesota. Generally, to be eligible for MN Paid Leave, employees 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 under Minnesota law at the time of your requested leave.

Benefit Amount

Employees' weekly MN Paid Leave benefit amounts are calculated and determined by DEED.

Benefit Year

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

Leave Entitlement and Use

DEED may approve MN Paid Leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for the employee) to take care of themselves 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.

Employees can take both types of leave in the same benefit year, but cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Greenway school district is using the state plan, the benefit year begins the first day the employee takes leave. There is no waiting period for MN Paid Leave when an employee is granted the benefit.

Intermittent Leave

Employees may apply for intermittent leave when it is reasonable and appropriate to the needs of the individual requiring care.

Eligibility

Employees seeking intermittent leave must:

- Meet all other eligibility requirements for MN Paid Leave.
- Have at least eight hours of accumulated leave, unless more than 30 days have passed since the initial leave.

Notice

Employees requesting intermittent MN Paid Leave must make a reasonable effort to provide written notice to Greenway school district Human Resources before applying for benefits. The notice must include:

- A proposed intermittent leave schedule.
- A completed health care provider certification identifying:
 - The necessity of the leave.
 - A reasonable estimate of frequency, duration, and treatment schedule.

Increments of Leave and Maximum Number of Hours

Consistent with other forms of leave provided by the school district, employees may take intermittent leave. If eligible for intermittent leave, the school district allows a maximum of 480 hours of intermittent

leave during the benefit year. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MN Paid Leave provided the continuous leave does not exceed the maximum amount of MN Paid Leave allowed by law.

Definitions

Family member:

- 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

Serious health condition: A physical or mental illness, injury, impairment, condition, or substance use disorder. Care for a 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.

Notice

Before starting a MN Paid Leave claim, employees must notify Greenway school district Human Resources of their intention to take leave.

- If the need is foreseeable, employees shall provide at least 30 days' notice prior to the start of the leave.
- If the leave is not foreseeable, employees shall still be able to take leave under MN Paid Leave but must notify Greenway school district Human Resources as soon as practicable.

How to Apply for Minnesota Paid Leave

After notifying Greenway school district Human Resources employees may apply for MN Paid Leave. Employees can apply via the MN Paid Leave online portal or by calling DEED's MN Paid Leave office.

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 the employee fails 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

Greenway ISD 316 does not make the determination of whether or not an employee's claim is approved or denied. Greenway ISD 316 will provide information to the State as requested; however, Greenway ISD 316 does not determine the outcome of the claim.

Interaction with Other Laws and Benefits

MN Paid Leave will run concurrently with any leave and/or wage supplement for which an employee may be eligible under local, state, or federal law, which may include: Family and Medical Leave Act (FMLA), and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

The school district offers a Long-term disability (LTD) policy that may run concurrently and require its own filing requirement pursuant to the terms of the LTD policy. Please see National Insurance Services for more information. LTD payments may be reduced, pursuant to the terms of the LTD policy, as a result of receiving MN Paid Leave benefits.

The special rules for instructional employees that exist in the FMLA do not apply when FMLA and MN Paid Leave run concurrently. See Policy 410, Family and Medical Leave Policy, for more information about FMLA and instructional employees.

If the school district requires employees to use accumulated leave balances for compensation during FMLA-protected leaves, this requirement must not apply when MN Paid Leave and FMLA run concurrently.

Supplementing with Accumulated Leave Benefits

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 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 or sick leave for any hours or days during which they are receiving MNPL benefits.

Vacation and sick leave will accrue only on hours for which the employer provides wage replacement (e.g., when the employee elects to use accrued leave or other employer-paid time to supplement or "top up" the State paid MNPL benefit).

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MN Paid Leave, the school district will continue to provide group health insurance under the same conditions as before the leave began. Employees must continue to make timely payments of their share of the premiums.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the school district will:

- Provide written notice to the employee at least 15 days before termination.
- The notice will include:
 - The final date payment is due (30 days past the due date) to avoid cancellation; and
 - The date coverage will end if payment is not received.

An employee's share of group health insurance premiums during MN Paid Leave may be paid using one of the following options:

- **Prepayment:** The employee may prepay premiums at or before the start of leave. Payroll deductions can be adjusted to reflect the agreed-upon amounts and schedule.
- **Periodic Payments:** The employee may arrange to submit payment monthly for the duration of the leave.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Employment Reinstatement

Upon return from covered MN Paid Leave, employees shall be reinstated to their 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 if the employee has worked for the school district for a minimum of 90 calendar days.

Upon return to work, if it becomes evident the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the school district 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

The school district shall not interfere with or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.