

Adopted: _____

Dawson-Boyd Policy 410.5

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Minnesota Paid Leave Policy

Overview

Dawson-Boyd Public Schools provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. Dawson-Boyd Public Schools is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the third-party administrator pursuant to Minnesota Statutes, Chapter 268B. The premium cost will be split between Dawson-Boyd Public Schools and employee as follows: Dawson-Boyd Public Schools will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

Eligibility

Eligibility determinations for MNPL benefits are made by third-party administrator pursuant to Minnesota Statutes, Chapter 268B. 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 third-party administrator pursuant to Minnesota Statutes, Chapter 268B. 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 leave 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.

Notice

Prior to starting a claim with the third-party administrator pursuant to Minnesota Statutes, Chapter 268B, employees should reach out to the Superintendent to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two-weeks 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 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

Dawson-Boyd Public Schools does not make the determination of whether or not an employee's claim is approved or denied. Dawson-Boyd Public Schools will provide information to the third-party claims representative as requested; however, Dawson-Boyd Public Schools does not determine the outcome of the claim.

MNPL Intermittent Leave

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 Superintendent of the need for intermittent leave *before* applying for MNPL benefits.

As part of the notice, employees must provide Dawson-Boyd Public Schools with the following:

1. 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 the Dawson-Boyd Public Schools, employees may take intermittent leave in increments of fifteen (15) minutes. If eligible for intermittent leave, Dawson-Boyd 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.

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include pregnancy and parenting leave.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, Dawson-Boyd Public Schools allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and Dawson-Boyd Public Schools provided paid leave benefits cannot exceed the employee's regular wage. Employees are not required to use their accrued time to "top off" their MNPL benefits but if they are choosing to do so, they must communicate in writing to the Superintendent their desire to do so and must specify which type of accrued time they wish to use.

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 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 MNPL, Dawson-Boyd Public Schools will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to Dawson-Boyd Public Schools] in order to ensure continuation of benefits.

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 Dawson-Boyd Public Schools for a minimum of 90 calendar days.

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

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

How to Apply for Minnesota Paid Leave

After your leave has been discussed with the Superintendent, you may apply for MNPL through our third party administrator, Madison National