

MORRIS AREA SCHOOL DISTRICT POLICY #410.1

ADOPTED -

#410.1 MINNESOTA PAID LEAVE POLICY

Overview

Morris Area School District #2769 provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. Morris Area School District #2769 is a participant in the State of Minnesota's Paid Leave program through a state-approved equivalent plan administered by Madison National Life Insurance Company, Inc. MNPL benefits are funded through premium contributions payable to Madison National Life Insurance Company, Inc. The premium cost will be split between Morris Area School District #2769 and the employee as follows:

- Morris Area School District #2769 will pay 50% of the required premium.
- Employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

Eligibility

Eligibility determinations for MNPL benefits are made through our state-approved equivalent plan administered by Madison National Life Insurance Company, Inc., with policy administration services provided by Related Risk, an Alera Insurance Agency, LLC 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 the 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 for MNPL, employees should reach out to Human Resources to notify them of 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 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

Morris Area School District #2769 does not make the determination of whether or not an employee's claim is approved or denied. Morris Area School District #2769 will provide information to the third-party claims

representative as requested; however, Morris Area School District #2769 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 hr@morris.k12.mn.us of the need for intermittent leave *before* applying for MNPL benefits.

As part of the notice, employees must provide the Morris Area School District #2769 with the following:

- a. Proposed intermittent leave schedule; and
 - b. 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 Morris Area School District #2769, employees may take intermittent leave in increments based on the leave types outlined within their contract or addendum per day. If eligible for intermittent leave, the Morris Area School District #2769 allows a maximum of 60 days 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.

Morris Area School District #2769 offers voluntary enrollment of a short-term disability (STD) policy that may run concurrently and require its own filing requirement pursuant to the terms of the STD policy. Please see your NIS or AFLAC policy for more information. STD payments may be reduced, pursuant to the terms of the STD policy, as a result of receiving state-paid benefits.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, Morris Area School District #2769 **does not** allow you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave.

Accrual of Vacation and Sick Leave During Paid Leave

In accordance with MNPL, benefits paid directly by Madison Life Insurance 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.

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MNPL, Morris Area School District #2769 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 Morris Area School District #2769 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 Morris Area School District #2769 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), the Morris Area School District #2769 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

Morris Area School District #2769 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 Human Resources Department, you may apply for MNPL through the Madison National Life Alera Group Absence Solutions portal online <https://mnlpaidleave.com> or via phone 866-253-7201. Agents are available via phone Monday through Friday, 8:30 a.m. to 5:00 p.m. ET.