

Approved: 12/15/2025

467 PAID FAMILY AND MEDICAL LEAVE POLICY

LEAVE ENTITLEMENT

(Minnesota Paid Family & Medical Leave (PFML) and Federal Family and Medical Leave Act (FMLA))

The District provides leave consistent with the Minnesota Paid Family and Medical Leave Act (PFML) and the federal Family and Medical Leave Act (FMLA), where applicable. Employees may qualify for one or both types of leave. When both PFML and FMLA apply to the same event, the leaves will generally run **concurrently** to the fullest extent permitted by law.

A. Minnesota Paid Family and Medical Leave (PFML)

1. Leave Entitlements

Eligible employees may receive PFML benefits for:

a. **Medical Leave** – Up to **12 weeks** in a benefit year for the employee's own serious health condition, including pregnancy, childbirth, and related medical conditions.

b. **Family Leave** – Up to **12 weeks** in a benefit year for:

- Bonding with a newborn or recently adopted or foster-placed child.
- Caring for a family member with a serious health condition.
- Qualifying military exigency leave.
- Safety leave related to domestic abuse, sexual assault, or stalking.

c. **Combined Maximum**

Employees needing both Medical Leave and Family Leave during the same benefit year may take **up to 20 total weeks** of PFML.

2. Benefit Year

A **benefit year** begins on the first day PFML leave is taken and continues for 12 consecutive months.

3. Bonding Leave Window

Bonding leave must be taken within **12 months** of the child's birth or placement for adoption or foster care.

4. Intermittent or Reduced Schedule Leave

PFML may be taken intermittently or on a reduced schedule consistent with medical necessity and state law. The District may temporarily transfer an employee to an alternative position with equivalent pay and benefits if needed to accommodate recurring absences.

5. Notice and Documentation

Employees must provide at least **30 days' notice** for foreseeable PFML leave when practicable and comply with all documentation and certification requirements established under Minnesota law and District procedures.

6. Paid Benefit Administration

PFML wage-replacement benefits are administered by MetLife. Employees must apply for benefits directly through the district's Human Resources department.

7. Health Insurance

The District will continue group health insurance coverage during PFML leave on the same terms as if the employee were actively working. The employee must continue to pay their share of premiums.

8. Job Protection

Employees who have been employed at least **90 days** are entitled to job protection and will be returned to the same or an equivalent position upon return from PFML, consistent with state law.

B. Federal Family and Medical Leave Act (FMLA)

1. Leave Entitlement

Eligible employees may take up to **12 work weeks** of unpaid FMLA leave in a 12-month period for qualifying reasons, including:

- Birth or placement of a child for adoption or foster care;
- Bonding with a newborn or newly placed child;
- Care for a spouse, child, or parent with a serious health condition;
- The employee's own serious health condition;
- Qualifying military exigency leave.

Employees may take up to **26 workweeks** in a single 12-month period to care for a covered servicemember with a

serious injury or illness.

2. FMLA 12-Month Measurement

For FMLA, the District uses a **rolling 12-month period measured backward** from the date the employee uses any FMLA leave.

3. Notice and Certification

Employees must provide **30 days' notice** for foreseeable FMLA leave when practicable and submit required medical certifications or other documentation.

4. Health Insurance

The District will maintain group health insurance during FMLA leave on the same terms as if the employee had continued to work.

5. Job Protection

Employees returning from FMLA leave are entitled to reinstatement to the same or an equivalent position, consistent with federal law.

C. Coordination Between PFML and FMLA

1. Concurrent Use of Leave

When an employee's reason for leave qualifies under **both PFML and FMLA**, the leaves **will run concurrently** to the maximum extent permitted by law.

- Employees may receive **state PFML wage-replacement benefits** while simultaneously being on **unpaid FMLA leave**.
- Concurrent designation does **not** extend either entitlement beyond what each law provides.

2. Interaction of Leave Lengths

- PFML provides up to **12 weeks** of Family Leave and **12 weeks** of Medical Leave, with a **20-week combined maximum**.
- FMLA provides a **12-week** entitlement (or **26 weeks** for military caregiver leave).
If both laws apply, the District will designate FMLA leave to run at the same time as qualifying PFML leave.

3. Differing Definitions and Coverage

If a leave reason qualifies for PFML but **not** for FMLA, the employee may still take PFML leave and receive PFML

benefits, but FMLA will not run concurrently.

Examples include:

- Safety leave (PFML only)
- Certain family relationships covered by PFML but not FMLA

4. Employer-Provided Paid Leave

The District may allow or require employees to use available employer-provided paid leave (e.g., sick leave, PTO) while on unpaid FMLA leave, consistent with District policy.

Use of employer-provided paid leave **does not reduce** PFML wage-replacement benefits unless coordinated per state rules.

5. Documentation Requirements

Employees may be required to provide documentation sufficient to meet the requirements of **both** PFML and FMLA when the leave qualifies under both laws.

D. Return to Work

Employees returning from PFML, FMLA, or both are entitled to reinstatement to the same or an equivalent position as required by law. Employees do not have a greater right to reinstatement or continued employment than if they had not taken leave.