

MN PAID LEAVE & LEAVE ADMINISTRATION

MINNESOTA



Who are we?



Vinna Human Resources was established in 2018 to assist small businesses and organizations with their human resources needs.

Our core values include: Education, Integrity, Giving Back to Our Communities, Customer Care, and Quality.

The information shared in today's session is not legal advice; it reflects our most current guidance as of this time.

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SESSION IS NOT LEGAL ADVICE;

IT REFLECTS OUR MOST CURRENT
GUIDANCE AS
11/21/2025.

AREAS OF FOCUS



Vinna Human Resources specializes in:

- Labor Law Compliance
- Benefits Management
- Employee Relations
- Leave Management

*The word "Vinna" translated means "winning" in Swedish.
Vinna Human Resources is Winning at Work*



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Meet the Vinna Team

Agenda

- Let's Back Up: How Did We Get Here?
- What Should Be in Place Already?
- Time to Decide: 12 Decisions Ahead
- Create a Clear, Compliant Leave Policy
- Send the 2 Must-Have Notices
- What Happens After the Launch?
- Run Your Leave Program Smoothly
- The Employee Leave Experience
- Help Employees Return with Confidence
- Grab These Key Resources
- Let's Talk – Your Questions Answered



ON AVERAGE,
NON-COMPLIANCE COST ORGANIZATIONS
300% MORE
THAN THE COST OF BEING COMPLIANT.

GET YOURSELF OUT OF THE NON-COMPLIANCE PICKLE JAR, 2023 HR MORNING



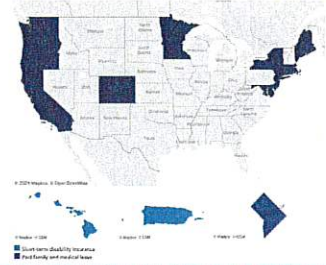
Let's back up:
How did we get here?

Minnesota Paid Leave

The United States is the only first-world country without any guaranteed paid parental leave at the national level.

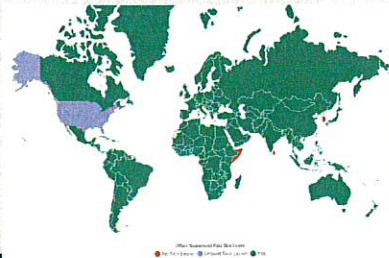
Only a small number of other countries—all of which are considered low or middle-income—offer no guaranteed leave.

Paid Leave Across the US



<https://www.dol.gov/agencies/wb/featured-paid-leave>

Paid Leave Across the Globe



www.worldpolicycenter.org

Minnesota Paid Leave

In 2023, new legislation was signed, establishing Minnesota state-run Family and Medical Leave program.

Minnesota Paid Leave

What is it?

Paid Leave will ensure Minnesotans can take the time they need to be there for some of life's most important moments – like welcoming a child, recovering from a serious illness, or caring for a loved one.

What is Covered Under Minnesota Paid Leave

Paid Leave coverage
Paid Leave will provide payments and job protection for:

Medical Leave

1-12 weeks



Someone's own serious health condition

Family Leave

1-12 weeks



Bonding with a new child



Caring for a loved one



Managing military leave



Certain personal safety issues

Maximum of 20 weeks combined in one year if someone qualifies for both medical and family leave.

To qualify for MNPL, the event be 7 or more days in duration

Minnesota Paid Leave

- Employees can apply on day one but their job isn't protected until after 90 days of employment.
- Leave may be in a continuous block or intermittently.
- Employees may take multiple paid leaves in one benefit year.

Maximum amount of MN Paid Leave per benefit year is 20 weeks.

Eligible Employees

- Full-Time, Part-Time, Temporary & Most Seasonal Employees
- Must have earned at least 5.3% of the Statewide Average Annual Wage (about \$3,700 in 2024) in the past year.

Ineligible employees:

- Employees who are on Workers' Compensation, Unemployment & SSDI are not entitled to receive MNPL.

Pro-tip: Keep current employee list up to date

Remote Employees

Does the employee work more than 50% of the time in MN?

- It depends on where the work is performed.
 - Remote workers are covered if they work at least 50% of their time in Minnesota.

Other rules may apply to your remote employees, check MN DEED/Paid Family Leave website.



What Should Be in Place Already?

Who is Family?

- a spouse or domestic partner
- a child, including a biological, adopted, or foster child, a stepchild, or a child to whom the applicant stands in loco parentis, is a legal guardian, or is a de facto parent
- a parent or legal guardian of the applicant
- a sibling
- a grandchild (a child of the applicant's child)
- a grandparent or spouse's grandparent (a parent of the applicant's parent)
- a son-in-law or daughter-in-law
- an individual who has a relationship with the applicant that creates an expectation and reliance that the applicant cares for the individual, whether or not the applicant and the individual reside together

Time to Decide



- State or Equivalent Plan?
- Contribution Splits?
- Minimum Wage?

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Time to Decide



- Supplemental Leave?
- Remote Employees?
- Leave Admin Selected?



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Time to Decide



- Call Out & Attendance Procedures
- Does it affect your other policies?
- After the Launch



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Time to Decide



- Intermittent Leave Increment?
- Intermittent Leave Number of Hours?
- Concurrent with Other Leaves?



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Notes about Equivalent Plans

Terminated Employees:

- Coverage must continue for 26 weeks after employee separation, or until the individual is hired by a new employer.

Potential for added costs:

- Many private plan providers may require additional plans (i.e. STD or Life Insurance plans) to participate in their Paid Leave Plan.
- An Equivalent Plan Substitution (Self Funded/Private Plan) are subject to annuity costs, deadlines, state fees, and yearly renewal.
- Many Equivalent Plans only handle claims, they do not Administer Leaves via the state portal.



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Notes about Equivalent Plans:

Will your third party provider represent you in a court of law if there is a case?

FIND THIS OUT NOW!

Not later, when it might be too late.



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Policy Writing

I love creating policy and procedure for something that I have absolutely no idea about!



someecards
USER CARD



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VINNA WINNING AT WORK
HUMAN RESOURCES

Crafting a Compliant & Effective Leave Policy



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Other policies are affected? How so?



Uh-Oh

- Earned Sick and Safe Time (ESST)
- Paid Time Off (PTO)
- Unpaid Time Off (UTO)
- Short Term Disability/Long Term Disability (STD/LTD)
- Attendance Policy
- Call Out/Reporting an absence procedures

DO NOT FORGET your time keeping system.

A little work in advance will ensure a smoother launch.



Key Policy Points

- Plan Type: State? Insurance provider/TPA? or self funded?
- Leave Administrator contact details
- Eligibility Details and Job Protection Definition.
- Definition of Family
 - must at least include the state's minimum eligibility.
- Definitions of Medical & Family Leave
- How to apply to MN Paid Leave and it's contact details

Time Frame

December 1, 2025

Best Practice: Have a new Minnesota Paid Leave Policy for your company's handbook

- Create & present your New Minnesota Paid Leave Policies.
- Be sure to review & update other leave policies to work with the new Paid Leave policy and ensure they are compliant with current laws.

Key Policy Points

- Continuous leave and intermittent leave definition and increment.
- Percentage amount of employer and employee contribution.
- If using Supplemental Leave: define the procedure for the requesting the usage. (Employers cannot **require** the usage!)
- Benefit Recovery policy and information.
- Policy regarding other benefit accrual while on leave.
- Returning to work details.

The 2 Must-Have Notices

MINNESOTA PAID LEAVE

MINNESOTA PAID LEAVE provides payments and job protections when you need time off to care for a family member.

MINNESOTA AUSENCIA REMUNERADA

MINNESOTA AUSENCIA REMUNERADA ofrece pagos y protecciones laborales cuando usted necesita tiempo para cuidar de un miembro de su familia.

- Hang a Workplace Poster
- Five or more employees with another language
- Equivalent Plan Notice is different!

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The 2 Must-Have Notices



Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protection when you need time off to care for yourself or your family.

For more information on the following qualifying events:

Married Leave

- Take care for your own serious health condition, including any related recuperation, disability, and recovery.

Family Leave

- Working cases - require for and benefit with a child conceived through sperm, adoption, or foster placement
- Caregiver leave - require for a family member with serious health condition
- Military Family Leave - to support a family member on active duty
- Sibling leave - requires to have either no domestic violence, sexual abuse, or stalking for you or a family member



Individual Notices

With Acknowledgment Signature and extra copy to be give to the employee.

Note of Caution:

Two notices are available:

Large Employer Notice

(31 or more employees)

Small employer Notice

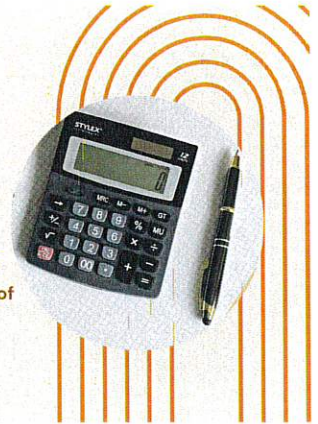
(30 or less employees)

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Contribution Collection and Payment

Premium amount for 2026 is .88% income.

Employee's share not to exceed 50% of the total premium amount or .44%.



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What happens after the launch?

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Small Business Reduced Rate of .22%



For employers with less than 30 employees

Employees still pay .44%

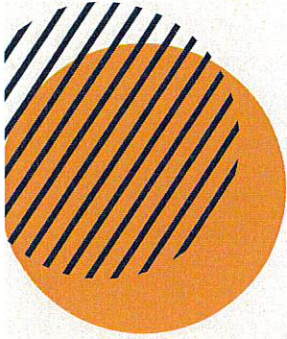
(unless their employer covers some of it).

Good News

Note of caution: The number of employees MUST remain 30 or under for the whole year.

Calculated Automatically

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Payroll

- Best Practice: Work with a payroll provider!
- Wages cannot go below the Minimum Wage WITH the premium contribution.
- Contributions must be reflected on paystubs.
- S-Corp Owners who don't pay UI will need to report wages and pay MNPL premium via a MNPL account.

The information shared in this section is not payroll or tax advice; please contact your payroll and/or tax preparer for advice on how MNPL could affect your business.



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Run your Leave Program Smoothly



MISC. TIDBITS OF KNOWLEDGE:

MNPL will ONLY take out Child Support Garnishments. The employer is responsible for other garnishments.

There are a number of tax related implications.
MN Taxes and Paid Leave

https://mn.gov/deed/assets/taxes-paid-leave_tcm1045-689451.pdf

The information shared in this section is not payroll or tax advice; please contact your payroll and/or tax preparer for advice on how MNPL could affect your business.

The Leave Experience

"Employee retention after a leave of absence is significantly improved by a clear, transparent, and supportive process that includes structured return-to-work programs, flexible policies, and consistent communication."

AbsenceSoft 2025

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The Leave Experience

When an employee takes leave, it's because of a stressful life event.

How YOU treated them before, during and after their leave can impact their loyalty to your company.

"Confusing and unclear leave processes are a top driver of poor leave experiences."

Leave Administrator

- A good Leave Administrator will prioritize employee well-being.
- A single point of contact for all things related to employment & leave.

Note of Caution

Notify

Employers are required to tell their employees of the availability of paid leave.

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Front-line Supervisors & Managers are your first line of defense from costly fines & penalties.

Just Another Acronym

ESST – Earned Safe and Sick Time
STD – Short Term Disability
PTO – Paid Time Off
MFL – Military Family Leave
LOA – Personal Leave of Abs
MNPL – Minnesota Paid Leave
FMLA – Family Medical Leave Act
MNPFLA – Minnesota Paid Family Leave Act
MPL – Minnesota Parental Leave
PPL – Pregnancy & Parental Leave
ULLA – Unpaid Leave of Absence

How will other unpaid leaves work with MN Paid Leave ?

FMLA

For 50 or more employees

This is a federal program and has different eligibility, is unpaid and may be taken concurrently with MN Paid Leave.

MN Parental Leave Act

Employers may require this to be taken concurrently with Minnesota Paid Leave if the leave is used for the same purpose.

Should we offer Supplemental Benefits?

Employers get to decide if an employee will be able to utilize their Vacation (PTO) and/or sick time (ESST) as "supplemental benefits".

This allows employees to choose to receive up to their full salary while on leave.

Employers decide how other leaves work with MN Paid Leave!

Other Leaves to be aware of:

- Holidays
- Vacation
- Sick
- ESST
- Short Term Disability
- Bereavement Leave
- Jury Duty
- Time Off to Vote
- Witness Leave
- School Leave
- Military Leave
- Military Family Leave

Supplemental Leaves

- Using paid leaves to supplement difference while on MNPL.
- Employers pay supplemental leaves.
- Employee cannot earn more than 100% of their current wage.

Supplemental Leave Options

- Paid Time Off or Vacation
- Earned Sick and Safe Time (ESST)
- Short Term Disability (STD)
- Other paid leave sponsored by the employer
 - In example: Sick or personal time.

Supplemental Leaves

- Employers **MUST** maintain health insurance for their employee.
 - Medical, dental & vision insurance
- Employees must pay for their portion of health insurance premium.

How will your employee pay their portion of any insurance benefits while on leave?



IMPORTANT!

Employers cannot require employees to use their PTO, ESST or Vacation as supplemental leave.

Nor can they require it's use prior to applying to paid family leave.

YOUR LEAVE REQUEST PROCEDURES

Things to consider:

- How does the employee notify you of their impending leave?
 - Leave request form?
- What if the employee is incapacitated and their family member calls you? What's the process for guiding them through the leave process?
- How does the employee get the certification from the medical provider?
- Did you create that Benefit Recovery policy? Is that procedure well documented and can your Leave Administrator explain well?



The Employee's Leave Experience

Tracking the Leave

How are you tracking continuous or intermittent leave?

Tracking will look different for each type of leave.

Pro-Tip: Update your timekeeping system to identify MNPL absences.

2025 Absence Management Study

- While 8 in 10 employers believe they provide a smooth leave experience, only 1 in 3 workers agree.
- Workers who reported a positive leave experience are 75% more likely to stay at their job for more than 5 years.
- 50% of employers say having a supportive manager is the most influential factor impacting the employee leave experience.

Guardian's 2025 Absence Management Activity Index & Study



What are the employee's responsibilities?

1. Notify their employer
2. Get the MNPL Certification
3. Apply On-Line
4. Being away from work
5. Communicate their return



What an shouldn't **employer** do while their employee is off?

Requesting a Leave of Absence

Who should they go to?

This should be crystal clear in your policy.

Include details like name, contact information & an alternative in case the Leave Administrator is gone.

But who will they go to?

Likely their direct supervisor or manager.

Ensure that your leadership staff are trained with not only what they should do but also what NOT to do.



Certification Forms

Certification forms
Download the certification forms

- Medical Leave
- Caring Leave
- Safety Leave
- Birth and Bonding Leave
- Bonding Leave
- Military Family Leave

These forms verify the person's reason for taking leave.

A healthcare or service provider will need to fill out part of the form and sign it.

<https://mn.gov/deed/paidleave/employees/forms/>



Help Employees Return with Confidence

Leave Administration



Leave Administration by Vinna Human Resources



Ongoing support & monitoring

Leave Administration

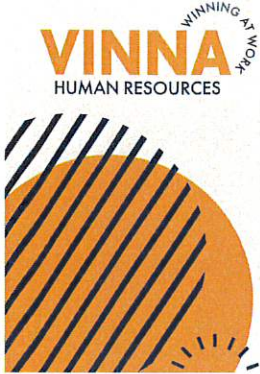
- Communicating the return!
- Return to work notice from their provider.
- FOLLOWING documented restrictions.
- Clearance to return to full duties.
- What if they ask for Reasonable Accommodations to continue to work?
 - ADA/ADAAA

Leave Administration By Vinna Human Resources



- Organizational Compliance.
- Monitor and manage the state portal.
- Employee communication before, during and after leave.
- Arrange and monitor employee payments for employee portion of benefit premiums while on leave – within organization guidelines.
- Track leave(s) attendance, intermittent leave and key deadlines.
- Communicate with payroll and timekeeping for accurate payroll.
- Leadership communication before, during and after leave.

You need to manage your Team. Let Vinna manage their Leaves.



Resources

Vinna Human Resources

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DEED

<https://mn.gov/deed/>

MN Paid Family Leave

<https://mn.gov/deed/paidleave/>

Minnesota Department of Labor

<https://www.dli.mn.gov/>

MN Unemployment

<https://mn.gov/deed/paidleave/>

Federal Medical Leave Act (Leave Forms)

<https://www.dol.gov/agencies/whd/fmla/forms>



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LET'S TALK- YOUR QUESTIONS ANSWERED

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THANK YOU

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