

Purpose

This policy is established to comply with the Minnesota Paid Leave Law, which establishes a public insurance program administered by the Minnesota Department of Employment and Economic Development (“DEED”), providing eligible employees with paid leave for family and medical reasons beginning January 1, 2026 (“MPL”). The MPL program is funded by premium contributions payable to the State of Minnesota and split between employers and employees pursuant to Minn. Stat. sec. 268B.14, subd. 3.

Policy

Employees seeking MPL must apply with DEED. Employee eligibility based on such application is determined solely by DEED.

Employee Notification Required

Employees must provide the City of Northfield with at least thirty (30) days’ notice before their MPL begins if the need for leave is foreseeable. If the leave is not foreseeable, employees must notify the City of Northfield as soon as possible.

If the employee does not provide the City of Northfield with at least thirty (30) days’ notice when the need for leave is foreseeable, the employee must explain why it was not possible or practicable upon request from City of Northfield.

In addition, employees are required to comply with any and all City of Northfield policies and procedures for requesting leave, including but not limited to: 8.30 Family Medical Leave and 8.35 Pregnancy and Parental Leave. Employees that fail to comply with relevant City of Northfield policies and procedures are subject to discipline, up to and including termination from employment.

Certification and Documentation Requirements

Employees seeking MPL are required to provide a copy of their DEED certification of eligibility to Human Resources on the same day that it is provided to DEED.

Intermittent Leave

Employees taking intermittent MPL are required to provide the City of Northfield with a schedule of the workdays the employee needs off as soon as possible. Employees taking intermittent leave must make a reasonable effort to schedule the intermittent leave.

Employees may take intermittent leave in increments of **one** calendar day. Employees eligible for intermittent leave are permitted to use 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 MPL provided the continuous leave does not exceed the maximum amount of MPL allowed by law.

Concurrent Leaves

Employees taking MPL, whether intermittently or continuously, that are concurrently eligible for Family and Medical Leave Act (“FMLA”) and/or pregnancy/parenting leave under Minn. Stat. sec. 181.941 will automatically be placed on such leaves to run concurrently with MPL.

Supplemental Benefits

Employees are permitted to use up to 240 hours of accrued but unused sick leave or vacation leave time as a supplemental benefit while on leave under MPL, starting from the date that the employee takes leave for an MPL purpose or from the date that DEED designates as an employee’s MPL leave start date, whichever is sooner.

Status of benefits

Employees will not accrue vacation or sick leave benefits while on MPL.

Health Insurance

Employees taking MPL will continue to be covered under the City of Northfield’s group health insurance plan under the same conditions and at the same level of City of Northfield contributions as would have been provided had they been continuously employed during the leave period. Employees are responsible for their portion of premiums due on the coverage. Employee premiums must be paid to Human Resources by the first of the month that the premium would have otherwise been deducted. Checks should be made out to the City of Northfield.

PERA

A MPL benefit is paid directly by the State to employees and is therefore not PERA-eligible salary. Use of a supplemental benefit per this policy and paid to an employee through payroll is considered PERA-eligible salary.

MPL Fraud

An employee is guilty of theft if they obtain or attempt to obtain benefits to which the individual is not entitled. Reporting false information to DEED and/or the City of Northfield will be cause for discipline, up to and including termination.