

## Leave Schedules

Employees can take Paid Leave in one continuous block, or in smaller blocks spread out over time. The type of leave schedule they choose depends on their situation.

### Taking leave in one block of time

Employees can take Paid Leave in one block, without breaks. This is called *continuous leave*.

Examples of continuous leave:

- Taking 6 weeks off after surgery
- Taking 8 weeks off to welcome a new child

Employees on continuous leave will be paid regularly by the state, once per week.

### Taking leave in smaller blocks of time

Employees can take time off in smaller blocks, like hours or days, rather than in a single block of time. This is called *intermittent leave*. Intermittent leave can be taken on a regular schedule (like scheduled doctor appointments) or as you need it, like when conditions flare up (such as chronic migraines).

There are two ways this can work:

#### 1. Leave on a planned, repeating schedule

This is when someone needs fewer hours or a different schedule for a period of time. This is sometimes called “reduced leave” or a “reduced schedule,” because it reduces their normal working schedule.

Examples:

- Taking a few hours off each week for a scheduled medical treatment
- Taking every Thursday afternoon off because your healthcare provider says you must limit your work hours for recovery

If things change unexpectedly (for example, an appointment changes or an additional appointment is needed) employees can tell Paid Leave about the change and still be covered, as long as they have appropriate certification.

#### 2. Leave taken as-needed, unplanned

This is when a condition flares up or symptoms make it impossible to work on certain days or hours. It is not a set schedule and may change week to week.

Examples:

- Needing a few hours off on days when migraine symptoms become severe
- Leaving early when chemotherapy side effects suddenly worsen
- Taking time off when a family member you care for unexpectedly needs help

If employees need this kind of leave schedule, their healthcare provider will certify how much time they may need to manage the serious health condition.

Employees can take intermittent leave for the same reasons as continuous leave. Employees with an irregular leave schedule will need to report their hours to Paid Leave to get paid. As an employer, you can review those reports.

## How much leave can employees take?

- Paid Leave offers up to 12 weeks of Medical Leave and 12 weeks of Family Leave in a benefit year.
- If someone qualifies for both, they could take up to 20 weeks total.

## Leave certification

All types of Paid Leave require a certification document. Usually, this is a form signed by a healthcare provider or other certifier to confirm someone needs time off work. In addition to the reason for leave, certification covers the kind of leave schedule a person needs, how much leave they need (for example, 10 weeks total, or two days per week for 4 months), and their treatment schedule, if applicable.

Certifiers must also confirm schedule changes – like switching from intermittent to continuous leave, or extending the length of the leave.

## Employer decisions about leave schedules

As an employer, you can set intermittent leave policies for your workplace.

- **Leave Increments:** You decide the smallest amount of time that employees can use – anywhere from one minute up to one day.
- **Leave limit:** Employees can take at least 480 hours of intermittent leave each year, if they qualify. If an employee is approved for more leave, you can decide if this additional time can be taken intermittently, or if it must be taken as continuous leave.

For more information, visit [paidleave.mn.gov](http://paidleave.mn.gov)

