***NEW* If an employee's Weekly Benefit Amount from the MPL program exceeds the employee's current regular wage, or salary from the agency, may the employee supplement the MPL benefits? How does this impact payment of their insurance premium contributions?**

If the employee's benefit payment from the MPL Program exceeds their current regular wage or salary, supplementing would result in an overpayment. If they are on a continuous leave and are not supplementing, they will not receive a paycheck from the state and will be direct billed for their share of insurance premiums.

***NEW* How should a timesheet be coded if an employee does not want to decline the partial wage payment benefit from the MPL program from the day before, the day of, and the day after the holiday, but does want to supplement?**

In that case, the employee may supplement on the day before and the day after the holiday but would not record paid time (no holiday, no supplement) for the holiday. They would, however, still record the unpaid MPL earnings code for the day of the holiday.

***NEW* Why can't employees use compensatory time to supplement MPL benefit payments?**

Minnesota's Paid Leave law allows employers the option to designate which leave benefits may be used to supplement MPL benefit payments issued by the MPL Program. Statewide HR/LR Policy #1450, Minnesota Paid Leave, designates accrued sick leave, accrued vacation, and Paid Parental Leave if applicable, as available for supplementing. The state does not use a "PTO" system and maintains separate banks of leave time. Compensatory time has not been designated as available for supplementing under the statewide MPL Policy.

***NEW* How does the Vacation Donation Program work with MPL?**

Employees may use their vacation donation to supplement MPL benefit payments. At no time shall vacation donation, combined with any MPL benefit payment, exceed the regular wage or salary of the employee.

The choice to use vacation donation to supplement MPL benefit payments lies with the employee. An employee may choose when they will start supplementing. When an employee chooses to start supplementing, the employee shall use it in a consistent schedule, except that the employee may adjust their use of the supplement in order to be eligible to receive holiday pay. An employee choosing to supplement may stop supplementing at any time but cannot restart during the leave.

The use of vacation donation is subject to the terms and conditions of AP 18B Vacation Donation Program Continued Salary.

***NEW* If an employee is supplementing while on intermittent leave and the amount of intermittent leave they use varies or is inconsistent, should the amount they supplement with be adjusted based on their usage of leave?**

Yes. It is possible that the employee's use of supplementing will need to be adjusted. It will depend on the employee's actual usage of leave and their weekly benefit amount

***UPDATED* Are MPL benefits taxed?**

Learn more information on Paid Leave and taxes.

***UPDATED* Can employees opt out of MPL?**

If an employee works in covered employment in Minnesota, deductions will be withheld from their paycheck and the employee cannot opt out of paying the premium for MPL.

When an employee has a qualifying reason for MPL leave, it is their choice whether to apply to the MPL Program for MPL benefit payments. Regardless of whether the employee applies to the MPL Program for MPL benefit payments, however, an agency must designate MPL-qualifying leave as such for an eligible employee.

***UPDATED* Can an employee receive MPL benefits and disability benefits at the same time?**

Employees may be eligible to receive both MPL and short-term disability benefits at the same time. Receiving one benefit does not reduce or affect the other. Employees may continue to apply for and receive STD without any off-set or other effect on MPL benefits or supplements. This is dependent on the current language of the plan between the disability insurance provider and the state.

Under SEGIP's Long-term disability (LTD) and Managers IPP plans, disability payments are reduced by other income, including Minnesota Paid Leave.

If an employee qualifies for both MPL benefit payments and LTD/IPP disability payments, their LTD/IPP disability payment will be lowered by the amount received from Minnesota Paid Leave, and other benefits. The MPL benefit is not reduced or offset by LTD/IPP disability payments.

Employees cannot receive MPL benefits while also receiving Social Security disability benefits (in most circumstances).

What is the Minnesota Paid Leave (MPL)?

The Minnesota Paid Leave (MPL) provides job-protected leave and partial wage replacement benefits to Minnesota workers. The paid benefit is administered through the Minnesota Department of Employment and Economic Development's (DEED) MPL Division. Please review the MPL program website for information.

DOC is required to provide qualifying employees (employees who have been working with DOC for at least 90-days) job protections, such as right to return and health insurance benefits continuation while on leave.

Does MPL affect an employee's seniority?

No, MPL is not a break in service, so it does not affect an employee's seniority. Employees should refer to their respective contract or plan for more information on seniority.

How will MPL affect an employee's pension/retirement?

Employees should contact their retirement plan to understand how use of MPL leave may impact their retirement benefits and their options for purchasing service credit for leave.

Will taking MPL interfere with an employee's "high five" calculation for retirement purposes?

Employees should contact their retirement plan to understand how use of MPL leave may impact their retirement benefits and their options for purchasing service credit for leave. An employee's high-five salary may change if they do not receive salary from the employer during the leave period.

In most cases, MSRS will use the highest 60 consecutive months of salary to calculate an employee's high-five.

Using MPL without purchasing missed service or salary credit may shift the period used for the final pension benefit calculation.

Is DOC required to participate in Minnesota Paid Leave? Can employers opt out?

Yes, DOC is covered by the Minnesota Paid Leave law. We cannot opt out.

How is MPL funded?

MPL is paid for by premiums on employee wages, split between the employer and employees.

How much is the premium? How is it collected?

The premium rate is 0.88% percent for 2026. Employers will pay the MPL program 0.88% of the total taxable wages it pays to covered employees. Employers must pay at least half of that amount and may charge employees for the other half.

As an employer, the State will pay half, or 0.44%, of the premium, and covered state employees will pay the remaining half, 0.44%. The employee share will be deducted from paychecks beginning

January 2026, when MPL becomes available. Employees who are not covered (primarily employees who live and work outside of the state of Minnesota) will not be charged the premium.

DEED has provided a Premium Calculator so Minnesota employers and employees can estimate premium amounts.

How will covered employees be notified of the premium and the deduction from their pay?

DOC recently sent a notice and acknowledgement out to all employees via ELM. DOC will provide new employees with MPL information during New Employee Orientation.

How do employees apply for MPL benefits?

Employees first need to notify their supervisor they need a leave then they need to notify the Human Resource Leave Management Unit that they need leave and will be applying for MPL. The Leave Management Unit will provide employees with the appropriate information, including a Tennessen, which will allow DOC to share certain information with DEED.

Employees may apply online through the Minnesota Paid Leave portal. Applicants will need to provide information about themselves and their job; the reason and the type of leave they are applying for; the expected length of leave; and certification from a healthcare or service provider or other supporting documentation about the reason for the leave.

To apply for MPL, click link to create or return to account MN Paid Leave Applicant Account

NOTE: Employees will need to use their OWN email address when setting up their MPL account, they cannot use their state issued email address.

Employees will need to choose Minnesota Department of Corrections as an employer.

DEED will send application notifications to DOC, which DOC will need to respond to with relevant information. DEED will not share private information with DOC in this notification.

Eligible employees are entitled to job-protected leave even if they do not apply for partial wage benefits through the MPL program. In this case, DOC will assess eligibility, request certification, and designate and document the leave as MPL. DOC will track and document this leave to ensure that employees are provided the protections of MPL and so that the leave is deducted from the total amount they are allowed per benefit year.

For leave that is foreseeable, an employee must provide at least 30 days of advance notice. If an employee in this situation does not give 30 days of notice, they are required to explain why notice was not practicable upon request from the employer.

When 30 days of notice is not possible, an employee must provide notice as soon as practicable. When an employee becomes aware of a need for leave less than 30 days in advance, it should be practicable for the employee to provide notice of the need for leave either the same day or the next day, unless the need for leave is based on a medical emergency.

What if an employee does not notify the employer they are going to apply for MPL?

When an employee applies for MPL benefits, they will be asked when and how they notified their employer. If they say they did not notify, they will be directed to do so and continue the application process afterward. When paid leave administrators review applications for MPL benefits, they will be able to indicate whether notice was actually provided.

What are paid leave administrators?

It is the responsibility of each agency to designate paid leave administrators who will manage the agency's online account with MPL. These individuals will be able to review MPL applications and eligibility determinations for the agency's employees.

When should an employee apply for MPL benefits?

Once applications open, an employee may apply up to 60 days before the start of leave for MPL benefits. DEED hopes to open the application process to all in late December 2025.

What documentation must an employee provide when they apply for MPL?

Certification or other documentation listed in MPL law is required to prove eligibility for every type of leave under MPL.

Employees should provide agencies with a copy of the required certification or documentation as soon as practicable. Sufficient documentation includes a completed FMLA certification or a determination of eligibility from the MPL program.

Some reasons for leave that are covered by MPL may not be covered by FMLA. In these instances, if an employee uses MPL job-protected leave but does not apply for the partial wage benefits, the agency should request:

- A completed MPL medical certification form, or
- Other written notice allowed by MPL law.

If the required documentation is not provided, leave may be denied. In all cases it is the employee's responsibility to provide sufficient documentation.

Will employers be notified directly when an employee applies for MPL, or only upon approval?

Paid leave administrators will be notified when employees at their agency apply for MPL and should respond to applications within seven calendar days. Determinations of eligibility, including weekly benefit amounts, will also be shared online. Paid Leave Administrators will be notified via email when action is required on the portal.

If an employee applies for MPL but is not eligible, will MPL send a denial to the employer/employee?

Yes. Employers will be notified of all adjudication decisions. DOC Paid Leave Administrators will regularly review information in their paid leave portals. If an employee is determined not to be eligible for MPL, Human Resource Leave Management will discuss with the employee about other leave that may be available to them.

Can an employer require an employee to apply for MPL benefits?

It is the employee's choice whether to apply for MPL benefit payments. Employees are eligible for unpaid job-protected leave under the MPL law even if they decide not to apply for benefit payments; in those cases, agencies should assess eligibility, request certification, and designate and document the leave as MPL. It is important for agencies to track and document this leave to ensure that employees are provided the protections of MPL and so that the leave is deducted from the total amount they are allowed per benefit year.

What job protections does MPL provide to employees?

Employees who use MPL, both the paid benefit and unpaid protections, are entitled to return to the same or equivalent position after taking leave. Employer benefits continue during MPL, including the employer health care contribution. Employees are also protected from retaliation or other adverse actions because they took or requested MPL.

When can an employee use MPL?

- Eligible employees can take MPL to care for themselves or family members, including to:
- Care for their own serious health condition
- Bond with a child
- Care for a family member who has a serious health condition
- Support a family member called to active duty
- Respond to certain personal safety issues

Who qualifies as a family member for MPL?

Under MPL, family member is defined as the employee's:

- Spouse or registered partner
- Child (including biological, adopted, step, or foster children, or a child the employee raises even if the employee is not legally related)
- Parent or person who raised the employee
- Sibling
- Grandchild or grandparent
- In-laws (including son, daughter, father, or mother)
- Anyone close to the employee who depends on them like family, even if not related by blood

In applications for MPL benefit payments, employees will provide information on their relationship to the person they will care for on family leave.

What state employees are covered by this new law?

Most state employees will be eligible for MPL. The law covers permanent, probationary, and temporary employees. It also covers part-time employees. The determining factors are that an employee work in the state of Minnesota at least half of the time and have earned at least 5.3% of the state's annual wage (about $3,900 in 2026) from work performed in Minnesota.

Who is eligible for MPL benefit payments through DEED?

Eligibility is based on statutory criteria. The MPL program will determine whether an employee is eligible for MPL benefit payments. To be eligible for MPL, an employee must meet three criteria.

- **First, they must have a qualifying event**. For instance, an employee's own serious health condition or a need to care for a family member with a serious health condition are examples of qualifying events.
- **Second, they must work at least half of the time from a location physically in Minnesota.** Individuals who live out of state and *do not work at least half-time in Minnesota* will not be eligible for MPL.
- **Third, they must have sufficient wage credits to be eligible.** Sufficient wage credits means that they have earned at least 5.3% of the state's average annual wage (about $3,900 in 2026) for performing work in Minnesota in the past year.

Other employment conditions do not affect eligibility. For example, it does not matter if employment is part-time, full-time, probationary, permanent, or temporary.

Employees can take unpaid leave under the MPL law even if they don't apply for paid benefits. DOC will check eligibility, request certification, and record the leave as MPL. DOC will track and document this leave to ensure that employees are provided the protections of MPL and so that the leave is deducted from the total amount they are allowed per benefit year.

Do the required wage credits need to be earned at DOC?

No. The MPL program considers wage credits for all covered employment in Minnesota in the year before an employee intends to begin MPL.

For example, an employee could start with DOC on January 1, 2026, and have a qualifying even happen that would require them to go on a leave of absence. This employee could apply for MPL paid benefits through DEED and go out on a leave of absence shortly after starting employment. However, because the employee has not been employed with DOC for at least 90-days, they will not be eligible for the job protections under MPL.

If situations such as this arise, please consult with human resources.

Does it matter whether employees are classified or unclassified?

No. A person is eligible if they have a qualifying event and meet the eligibility criteria noted in the statute. Other employment conditions do not affect eligibility. It does not matter, for example, if employment is part-time, full-time, probationary, permanent, or temporary.

Does it matter whether an employee is on probation?

No. Eligibility is based on the criteria mentioned above. Other employment conditions do not affect eligibility. It does not matter, for example, if employment is part-time, full-time, probationary, permanent, or temporary.

Should we tell employees about MPL when they ask for medical or family leave that might qualify?

The Human Resource Leave Management Unit will share FMLA and MPL information with employees who request leave that might qualify, as well as a Tennessen, authorization for release of medical information, and permission to release data to the MPL program.

How much leave under MPL can an eligible employee take?

In a single benefit year, an eligible employee can take:

Up to 12 weeks of **medical leave** for the employee's own serious health condition, including pregnancy and birth; or

Up to 12 weeks of **family leave:**

- to care for a family member;
- to bond with a new child;
- for the employee or family member's safety; or
- to support a family member called to active duty in the military.

However, employees are limited to 20 weeks total of combined leave per benefit year.

For example, an employee is pregnant and is required to be on bed rest for 8 weeks. The employee would be eligible for MPL Medical Leave for the 8 weeks of bed rest.

If the employee utilized the full 8 weeks for bed rest and had a week of pregnancy recovery, they would have 9 weeks of MPL Medical Leave utilized. The employee would have an additional 11 weeks of MPL to utilize as Family Leave for bonding with the newborn.

The total between the two leave buckets (Medical and Family) cannot exceed 20 weeks. This employee will have utilized a total of 20 weeks between their own Medical leave and the Bonding time under Family leave.

What is a benefit year for MPL?

In general, a benefit year is the 52-week period that starts on the first day an employee is absent from work for an MPL-qualified reason.

Does a part-time employee get the same amount of MPL as a full-time employee?

No. MPL is prorated for employees whose normal work week is something less than full-time.

How are MPL benefits paid to an employee?

MPL benefits are paid by the MPL program at DEED directly to the employee either by direct deposit or through a debit card. Employees can make this choice during the application process.

How much will employees receive in MPL benefit payments?

The MPL program determines the employee's weekly benefit payment. It is a partial wage replacement based on what the employee was paid in covered employment in the year before applying for benefits.

Employees get a percentage of their normal wage, but not the full amount. An employee can estimate their benefit payment using this calculator provided by the MPL Program.

How soon are MPL benefits paid after someone applies? Is there a waiting period?

Minnesota Paid Leave estimates that it will issue determinations of eligibility within two weeks of an application being filed.

The MPL program is designed to pay benefits for each week of approved leave. There is not a waiting period. In some cases, employees must wait until at least seven calendar days of leave have occurred before applying for partial wage benefits. If approved, they will be retroactively paid partial wage benefits for that period of time.

In those instances where an employee does not have the ability to plan for their leave, they need to be mindful of the retroactive pay for the first week, as it may cause an overpayment, which is the responsibility of the employee to repay.

How often are MPL benefits paid?

Once the leave benefit is approved, payments are made weekly. If the employee is on leave for a portion of the week, the payment will be prorated.

If an employee exhausts their MPL leave and benefits, when will the employee be eligible again?

Eligibility is based on the individual employee's benefit year, which begins the first day they take MPL-qualifying leave. During the benefit year, they may be eligible for up to 12 weeks of MPL family leave and up to 12 weeks of MPL medical leave, but no more than 20 weeks of leave combined.

Can an employer ask an employee if they are applying for MPL benefits?

Agency human resources or leave management should ask employees who may have a qualifying reason for leave if they are planning to apply for MPL benefits.

Can an employee take MPL intermittently?

MPL may be taken continuously, intermittently, or on a reduced schedule basis. For leave based on a serious health condition, leave may be taken intermittently if the leave is reasonable and appropriate to the needs of the individual with the serious health condition.

For all other MPL-qualifying leaves, leave may be taken intermittently. Agencies do not have the discretion to deny intermittent MPL-qualifying leave. An employee requesting intermittent leave is required to provide the employer with a schedule of needed workdays off as soon as practicable and must make a reasonable effort to schedule the intermittent leave so as not to unduly disrupt

the operations of the employer. However, if this cannot be done to an agency's satisfaction, the agency cannot require the employee to change their leave schedule in order to accommodate the agency.

Agencies *may* adopt written policies limiting employee use of intermittent MPL to 480 hours (or the hourly equivalent of 12 workweeks) per benefit year. If an agency enforces this limitation pursuant to such a policy, employees are entitled to take any remaining approved intermittent leave continuously.

Employees may take intermittent leave in increments consistent with the minimum increments used to account for other forms of leave.

Is MPL the same as ESST?

No. Minnesota Paid Leave is a statewide program that provides eligible employees with job-protected leave and temporary partial income replacement for certain types of qualifying family and medical leaves, beginning Jan. 1, 2026. Earned Sick and Safe Time (ESST) is a separate employer-provided, accrual-based leave under Minnesota law, which provides paid time off for illness, safety and family care needs.

Employees may qualify for both types of leave depending on the situation, but the two programs are distinct in administration, eligibility, and purpose.

For agencies, HR/LR Policy #1337 Sick Leave is consistent with ESST requirements. Agencies should continue to administer sick leave in accordance with the policy, ESST law, and the applicable contract or compensation plan.

Is MPL the same as FMLA?

No. The Family and Medical Leave Act is a federal law providing up to 12 weeks of unpaid, job-protected leave. MPL is a state program providing partial wage replacement and job-protected leave for qualifying events.

In many cases, MPL and FMLA will run concurrently if the employee is eligible and the reason for leave qualifies under both laws. MPL covers more reasons for leave and more family members, so there may be situations where an eligible employee takes leave for a reason that qualifies under MPL but not under FMLA.

Agencies must continue to designate qualifying absences under FMLA, even if an employee is eligible for MPL benefits.

Is MPL the same as Minnesota Parenting and Pregnancy Leave?

No. The Minnesota Parenting and Pregnancy Leave Act provides unpaid, job-protected leave to eligible employees for the birth or adoption of a child or for prenatal care. MPL, on the other hand, provides partial wage replacement and job-protected leave for a variety of family and medical reasons, including time to recover from pregnancy and childbirth and time to bond with a baby.

MPL and Minnesota Parenting and Pregnancy Leave will run concurrently when the employee is eligible and the reason for leave is covered by both laws.

Does MPL run concurrently with FMLA, and if applicable, leave taken under the Minnesota Parenting and Pregnancy statute?

Yes. MPL will run concurrently with any leave employees may be eligible for under state or federal law, or the applicable contract or plan. This includes Family and Medical Leave Act (FMLA) and Minnesota Pregnancy and Parenting Leave under M.S. 181.941.

How do PPL and intermittent leave work together?

Employees on MPL leave for birth and bonding who are also eligible for PPL may use it to supplement their MPL benefit payments, regardless of whether they are approved for continuous, reduced schedule, or intermittent MPL.

Employees who are determined to be ineligible for MPL may use PPL according to the applicable contract or compensation plan, as well as HR/LR Policy #1435, Paid Parental Leave.

How will MPL interact with contractual medical leaves of absence?

MPL should not change anything related to contractual medical leave. If an employee has a need for a continuous leave and exhausts their accrued sick leave hours, contractual medical leave should start as soon as sick leave is exhausted (even if the individual is out on MPL). This is similar to how FMLA and contractual medical leave currently interact.

Should employees be automatically placed on Minnesota Paid Leave? Similar to how agencies are required to designate FMLA for eligible employees if they have an FMLA-qualifying condition?

Eligible employees taking leave for an MPL-qualifying reason should be designated and documented as taking MPL. An employee's eligibility determination from the MPL program counts as sufficient documentation.

However, eligible employees are entitled to leave under MPL law even if they do not apply for MPL paid benefits. Agencies must assess whether these employees meet the eligibility criteria for MPL and whether their reason for leave qualifies for MPL. The agency must provide the employee with a Tennessen Warning and authorization for release of medical information and request sufficient documentation in accordance with the enterprise-wide MPL policy.

After the agency acquires enough information to determine whether the leave is MPL-qualifying, the agency will designate leave as MPL and notify the employee. This notification should include a statement that the leave is designated MPL and that it will potentially reduce the amount of MPL the employee is able to use in a benefit year, should they decide to apply for MPL benefits at a later date.

Employees will be expected to insert the applicable MPL Payroll Codes on their timesheets for tracking purposes throughout the leave period: PFM - MN Paid Leave - Medical Leave or PFF - MN Paid Leave - Family Leave. These are unpaid codes used for tracking MPL.

Example of employee taking Family Leave with FMLA where Employee is supplementing MPL:

Time & Labor | Find | First 1-3 of 3 Last

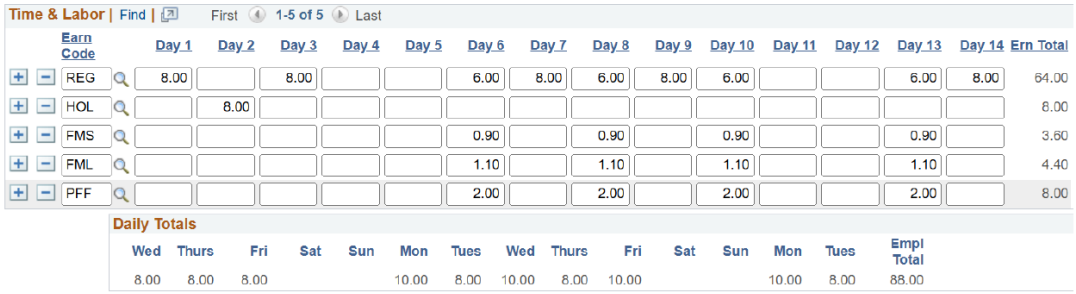
Earn Code	Wed 01-28	Thurs 01-29	Fri 01-30	Sat 01-31	Sun 02-01	Mon 02-02	Tues 02-03	Wed 02-04	Thurs 02-05	Fri 02-06	Sat 02-07	Sun 02-08	Mon 02-09	Tues 02-10	Ern Total
FML						5.28	5.28	5.28	5.28	5.28			5.28	5.28	36.96
FMS						2.72	2.72	2.72	2.72	2.72			2.72	2.72	19.04
PFF						8.00	8.00	8.00	8.00	8.00			8.00	8.00	56.00

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
					16.00	16.00	16.00	16.00	16.00			16.00	16.00	112.00

Example of Employee taking Intermittent Leave for Family Member

- The following is an example of an employee who reports their time in Self Service Time Entry as a "Time Only" reporter.



Time & Labor | Find | First 1-5 of 5 Last

Earn Code	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Ern Total
REG	8.00		8.00			6.00	8.00	6.00	8.00	6.00			6.00	8.00	64.00
HOL		8.00													8.00
FMS						0.90		0.90		0.90			0.90		3.60
FML						1.10		1.10		1.10			1.10		4.40
PFF						2.00		2.00		2.00			2.00		8.00

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
8.00	8.00	8.00			10.00	8.00	10.00	8.00	10.00			10.00	8.00	88.00

Example of Employee taking Medical Leave – Self but is <u>not</u> FMLA eligible

Time & Labor | Find | First 1-4 of 4 Last

Earn Code	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14	Ern Total
HOL		8.00													8.00
SIK						3.60	3.60	3.60	3.60	3.60			3.60	3.60	25.20
ETL						4.40	4.40	4.40	4.40	4.40			4.40	4.40	30.80
PFM						8.00	8.00	8.00	8.00	8.00			8.00	8.00	56.00

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
	8.00				16.00	16.00	16.00	16.00	16.00			16.00	16.00	120.00

Example of Employee taking Family Leave – but is **<u>not</u>** FMLA eligible

Time & Labor | Find | First 1-3 of 3 Last

Earn Code	Wed 01-28	Thurs 01-29	Fri 01-30	Sat 01-31	Sun 02-01	Mon 02-02	Tues 02-03	Wed 02-04	Thurs 02-05	Fri 02-06	Sat 02-07	Sun 02-08	Mon 02-09	Tues 02-10	Ern Total
ETL						5.28	5.28	5.28	5.28	5.28			5.28	5.28	36.96
SIK						2.72	2.72	2.72	2.72	2.72			2.72	2.72	19.04
PFF						8.00	8.00	8.00	8.00	8.00			8.00	8.00	56.00

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
					16.00	16.00	16.00	16.00	16.00			16.00	16.00	112.00

Example of Employee taking continuous Family Leave – but is <u>not</u> FMLA eligible and has chosen not to Supplement

Time & Labor | Find | First 1-2 of 2 Last

Earn Code	Wed 01-28	Thurs 01-29	Fri 01-30	Sat 01-31	Sun 02-01	Mon 02-02	Tues 02-03	Wed 02-04	Thurs 02-05	Fri 02-06	Sat 02-07	Sun 02-08	Mon 02-09	Tues 02-10	Ern Total
ETL						8.00	8.00	8.00	8.00	8.00			8.00	8.00	56.00
PFF						8.00	8.00	8.00	8.00	8.00			8.00	8.00	56.00

Daily Totals

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
					16.00	16.00	16.00	16.00	16.00			16.00	16.00	112.00

Do employees need to fill out their timesheets in advance if they will be on a continuous leave?

Yes, employees should complete their timesheets prior to going on a continuous leave. Once an employee is on a continuous leave of absence, the employee and the supervisor will not have access to the employee's timesheet in order to complete.

How will the supervisor approving timecards know how much the employee is receiving from DEED to ensure the employee's supplemental accrual usage will not exceed the employee's 100% pay?

When an employee applies for the MPL benefit through DEED, the Leave Management Unit will receive notification of the employee's benefit amount. Supervisors are not entitled to know the benefit amount.

It will be the employee's responsibility determine what their supplement will be and to communicate with their supervisor. It is highly recommended that employees on a continuous leave of absence complete their timesheets prior to going out on leave.

Can an employee choose to apply for MPL before exhausting accrued sick leave, vacation leave, or Paid Parental Leave?

Yes. Employees may apply for MPL at any time they experience a qualifying event; they do not need to exhaust accrued leave first. However, because MPL benefits provide only partial wage

replacement, employees may wish to use applicable accrued leave in lieu of or in addition to MPL benefits in order to receive full pay.

An employee cannot use sick leave, vacation leave or another paid leave to receive more than their regular weekly wage or salary. If the employee qualifies to receive short-term disability benefits through SEGIP, they may receive that full benefit with no offset.

Will employees accrue sick and vacation leave while using Minnesota Paid Leave?

Employees will accrue sick and vacation leave when they are in paid status and in accordance with collective bargaining agreements and compensation plans. When employees are receiving only MPL wage replacement benefits, they are in unpaid status for purposes of leave accruals.

If employees exhaust FMLA or other leave for themselves for their own serious health condition in 2025, can they apply for MPL for the same reason in 2026?

Yes. An employee can apply for and use MPL in 2026 even if they exhausted leave for the same reason in 2025. This is because the benefit is new and was not available to employees in 2025.

What is supplementing?

MPL benefit payments are only a portion of an employee's regular pay. State employees are allowed to "top off" MPL benefit payments using accrued sick leave, accrued vacation, and Paid Parental Leave (PPL) as applicable to make up the difference between their MPL benefits and regular pay.

The maximum supplemental payment an agency can offer is the difference between the employee's normal pay and their weekly benefit amount.

The dollar amount of the supplemental payment can be converted into hours by dividing the supplemental payment by the employee's wage. The hours can then be entered into the employee's timesheet. Employees are encouraged to utilize the Supplemental Calculator to determine the amount of accruals they can utilize.

Do employees have to supplement their MPL benefit payments?

No. Whether to used accrued sick, vacation, or other paid time off to supplement is an employee's choice. If they do choose to supplement, agencies should confirm the amount of supplement and type of leave used to supplement.

Employees on leave for reasons that qualify for Paid Parental Leave (PPL) who choose to supplement MPL benefits will be allowed to supplement as follows:

- Birth parent: with accrued sick leave, PPL, and accrued vacation leave in that order and pursuant to the terms and conditions of applicable policies, collective bargaining agreements, or compensation plans.

- Non-birth parent: with PPL, followed by accrued vacation, pursuant to the terms and conditions of applicable policies, collective bargaining agreements, or compensation plans.

Employees on leave for reasons other than birth and bonding who choose to supplement MPL benefits will be allowed to supplement with accrued sick leave and accrued vacation leave, in that order and pursuant to the terms and conditions of applicable policies, CBAs, or compensation plans.

Accrued sick leave hours may be used to supplement MPL only for those conditions which qualify for sick leave use.

In no case may an employee receive more than their regular wage or salary in combined MPL benefits, supplemental benefits, or payment for hours worked.

It is the employee's responsibility to accurately communicate information about requested or approved MPL benefits, including the amount of the weekly benefit received, to the agency and to the MPL Program.

Employees are encouraged to utilize the Supplemental Calculator to determine the amount of accruals they can utilize.

How does the employer know the amount an employee can use to supplement?

When the MPL Program approves an employee's application, it will post a Determination of Eligibility to the online portal. The determination will include the employee's weekly benefit amount. The remainder up to the employee's current normal weekly wage is the maximum amount that can be supplemented. The dollar amount can be converted into an hourly amount that should be entered for every day the employee is absent.

Agencies are recommended to calculate this amount along with the employee to avoid overpayments. MMB is working on a calculator to help agencies estimate supplemental amounts.

Can an employee use accrued compensatory time to supplement MPL benefits?

No. Compensatory time may not be used to supplement MPL benefits.

Can an employee use their floating holiday to supplement MPL benefits?

No. Floating holidays may not be used to supplement MPL benefits.

Will an employee get holiday pay when utilizing MPL?

For an employee to be eligible for holiday pay, they must be in full payroll status the day before and the day after the holiday. If an employee is out on a continuous MPL-qualifying leave of absence, they would need to utilize full accruals (i.e., 8 hours of SIK or VAC) the day before and the day after the holiday.

MPL paid benefits through DEED is not considered time worked for purposes of holiday pay.

Can an employee receive MPL benefits and disability benefits at the same time?

Employees may be eligible to receive both MPL and short-term disability benefits at the same time. Receiving one benefit does not reduce or affect the other. Employees may continue to apply for and receive STD without any off-set or other effect on MPL benefits or supplements. This is dependent on the current language of the plan between the disability insurance provider and the state.

Long-term disability payments are reduced by other income, including Minnesota Paid Leave. If you qualify for both, your LTD payment will be lowered by the amount you receive from Minnesota Paid Leave, and other benefits.

Employees cannot receive MPL benefits while also receiving Social Security disability benefits (in most circumstances).

Can an employee who needs leave for birth and bonding use Paid Parental Leave (PPL) and receive MPL benefit payments at the same time?

An employee receiving MPL benefit payments may use PPL to supplement their MPL payments when they are on leave for PPL-qualifying reasons. An employee may also use leave under the MPL law and use PPL instead of receiving MPL benefits.

In no case may an employee receive more than their regular weekly wage when combining MPL benefit payments and supplemental payments.

How do PPL and intermittent leave work together?

Employees on MPL leave for birth and bonding who are also eligible for PPL may use it to supplement their MPL benefit payments, regardless of whether they are approved for continuous, reduced schedule, or intermittent MPL.

Employees who are determined to be ineligible for MPL may use PPL according to the applicable contract or compensation plan, as well as HR/LR Policy #1435, Paid Parental Leave.

How will MPL interact with contractual medical leaves of absence?

MPL should not change anything related to contractual medical leave. If an employee has a need for a continuous leave and exhausts their accrued sick leave hours, contractual medical leave should start as soon as sick leave is exhausted (even if the individual is out on MPL). This is similar to how FMLA and contractual medical leave currently interact.

Can an employee receive both MPL benefits and workers' compensation benefits?

If an employee's workers' compensation benefit is the same or more than their MPL weekly benefit amount, they will not be eligible to receive MPL payments. If the workers' compensation benefit is less than the MPL weekly benefit amount, the workers' compensation payment will reduce the amount of the MPL payment.

Employees who have a pending workers compensation claim can receive MPL benefits, but if they later receive money as a result of the claim, they will be considered overpaid MPL benefits and may need to repay the MPL program. The MPL program will pursue that directly with the employee.

Does health care coverage continue while an employee uses MPL?

Employers must maintain an employee's group health insurance coverage during an approved MPL leave under the same conditions as if the employee were actively working. Employees must continue to pay their share of premiums.

An employee's share of the health insurance premium will continue to be deducted from their agency paycheck if the employee chooses to use supplemental benefits. The employee will receive a bill in the mail from SEGIP if they do not use supplemental benefits or if their paycheck does not cover their share of the costs. Employees must pay by the due date on the bill, or their insurance will be canceled.

How are my portion of tax and insurance deduction handled while on leave if supplementing MPL using partial accruals?

When an employee chooses to supplement with using accruals the money will be used to cover pretax deductions, after tax deductions and all required federal and state taxes.

Will there be new MPL earn codes for employees to use?

PFM – MPL Medical Leave and PFF – MPL Family Leave, will be available January 1, 2026. Human Resource Leave Management Unit will advise employees and supervisors on which payroll code is appropriate, based on the leave needs.

Time entry examples:

A birth parent needs to take leave for their own medical condition (6-8 weeks) and bonding time (12 weeks). The employee works 8 hours a day, 5 days a week. They are FMLA-eligible.

The employee applied for and was approved for MPL paid leave benefit. After consultation with the Human Resource Leave Management Unit, based on their paid leave benefit approval, it is determined they need to supplement 1.5 hours per day to get to full pay status between the paid leave benefit and supplementing.

This employee would utilize the following earn codes:

- **PFM**: MPL medical leave for up to 6-8 weeks. The employee record 8 hours of PFM every workday. This code will track the MPL usage.
- **FMS**: FMLA sick used to supplement their MPL paid leave benefit. The employee would record 1.5 hours of FMS every workday through the 6–8-week medical disability period.
    - If the employee has exhausted their sick leave, they can supplement with their vacation balances utilizing **FMV** in lieu of **FMS**.

- If the employee does not have any sick leave or vacation leave, they will utilize **FML**. This is a non-pay earn code that tracks FMLA usage.

For the 12-week bonding leave the employee would utilize:

- **PFF**: MPL family leave for up to 12 weeks. The employee would record 8 hours of PFF every workday. This code will track the MPL usage.
- **FPL**: Paid Parental Leave during FMLA. The employee would record 1.5 hours of FPL every working day.
  - The employee utilized 8 weeks of MPL for their own medical condition. Because their leave is FMLA-qualifying, they have a total of 12-weeks FMLA to utilize. Under MPL, employees can utilize 20 weeks of combined leave under both MPL Medical and MPL Family. Since the employee has already utilized 8 weeks of MPL, they have a remaining 12 weeks to utilize. However, they only have 4 weeks of FMLA balances to utilize. **They will utilize the FPL code only for 4 weeks.**
- **PPL**: Paid Parental Leave. The employee would record 1.5 hours of PPL every working day for the remaining 8 weeks.
  - If the employee is not eligible for PPL, they can supplement with their vacation balances using **VAC**.
- **ETL**: Unpaid time. The employee will record 1.5 hours of ETL every working day if they decide not to supplement their MPL paid leave benefits.

What happens if an employee receives more than their regular wages between the MPL paid leave benefit through DEED and supplementing with leave accruals?

Employees are only entitled to receive the amount of their regular wages. If the total amount between the paid leave benefit and supplementing is greater, the employee will be responsible to repay the overpayment. DOC will utilize the overpayment process as prescribed by MMB.

Will MPL affect an employee's bidding ability?

Employees should refer to their collective bargaining agreement to determine the eligibility requirements for the bidding process.

Does MPL factor in that employees can apply for short term and/or long-term disability?

Employees may be eligible to receive both MPL and short-term disability benefits at the same time. Receiving one benefit does not reduce or affect the other.

Employees may continue to apply for and receive STD without any off-set or other effect on MPL benefits or supplements. This is dependent on the current language of the plan between the disability insurance provider and the state.

LTD payments are reduced by other income, including Minnesota Paid Leave. If you qualify for both, your LTD payment will be lowered by the amount you receive from Minnesota Paid Leave, and other benefits.

Will a probationary employee's probation be extended if they are on a leave of absence?

Employees and supervisors will want to refer to the appropriate collective bargaining agreement or plan. Generally, employees who are on a leave of absence greater than 10 days will have their probationary period extended the amount of time they are on leave.

Can an employee utilize MPL upon beginning employment?

Employees who meet the eligibility requirements upon beginning employment can utilize MPL.

Contacts:

Human Resource Leave Management Unit doc.hr.leavemanagement.doc@state.mn.us Fax: 612.473.5012	Minnesota Paid Leave Contact Center paidleave@state.mn.us Phone: 651.556.7777; 844.556.0444 Commonly Asked Questions