

Memo

Date: July 28, 2026

To: Agency Payroll, Human Resources, and Accounting Staff

From: Katie Karow, Director, Statewide Payroll Services

RE: New Earnings Code – Paid Union Leave (UNP)

This memo provides information about a new earnings code, **Paid Union Leave (UNP)**, which has been created to record paid union leave for eligible employees.

The **UNP** earnings code is available for employees who are eligible to receive paid union leave. The addition of this code does not establish new or additional reasons for paid union leave, but rather a different, more specific code for employees to record their time. **Always** review the CBA to determine if a particular activity is provided in the CBA as paid time.

The code should be used by all bargaining units **except**:

- Minnesota Law Enforcement Association (MLEA)
- Law Enforcement Labor Service Unit 18
- Law Enforcement Labor Service Unit 19

Employees in these bargaining units will continue to use their existing vacation donation bank process for union-related leave.

Hours reported using the UNP earnings code are treated as paid time and will continue to accrue leave. There is no maximum number of hours that may be reported using this earnings code. However, UNP hours do **not** count toward overtime calculations.

When entering UNP hours, employees should include comments describing the reason for the leave, such as a grievance meeting, investigation, or other union business approved as paid time. Providing this information will help agency HR and Payroll staff review and validate the appropriate use of the earnings code.

Resources

Agency staff may refer to the [Appropriate Use of State Time for Union Purposes](#) document for detailed guidance regarding the appropriate use of state time under each applicable collective bargaining agreement.

Questions?

Agency Payroll, Human Resources, and Accounting Staff should contact Jody Dahl in Statewide Payroll Services at 651-201-8206 or [email](#) if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF