

## **Policy 410.1 MINNESOTA PAID LEAVE**

### **I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to Northfield School District employees in accordance with Minnesota Paid Leave (MNPL).

### **II. GENERAL STATEMENT OF POLICY**

- A. The district provides time off to eligible employees who qualify for MNPL benefits as required under Minnesota law. The district is a participant in the State of Minnesota's paid leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota.
- B. The premium cost will be split between the district and employee as follows: The district will pay 50% of the required premium, and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

### **III. TYPES OF LEAVE**

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- A. **Medical Leave.** Eligible employees are entitled to up to 12 weeks of medical leave to take care of themselves for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- B. **Family Leave.** Eligible employees are entitled to up to 12 weeks of family leave for the following reasons:
  - 1. **Bonding Leave:** To care for and bond with a new child welcomed through birth, adoption or foster placement.
  - 2. **Caring Leave:** To care for a family member with a serious health condition.
  - 3. **Military Family Leave:** To support a family member called to active duty.
  - 4. **Safety Leave:** To receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking.

You may be eligible to take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. Your benefit year starts the first day you take paid leave. There is no waiting period for MNPL if you are granted the benefit.

### **IV. LEAVE ENTITLEMENT**

- A. **Eligibility.** Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:
1. Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
  2. Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by Minnesota law at the time of your requested leave.
- B. **Notification.** Employees must notify the district when they apply for MNPL benefits.
1. If the need for leave is foreseeable, the employee must provide the district with at least 30 days' advance notice.
  2. If the need for leave is not foreseeable, the employee must notify the district as soon as practicable.
  3. Notification to the district must be made using the [MN Paid Leave Notification to Northfield Public Schools form](#). This form must be completed prior to applying for leave through the State of Minnesota.
- E. **Applying for Leave.** After notifying the district, an employee will be able to apply for MNPL.
1. Employees must apply for paid leave through the Minnesota Department of Employment and Economic Development (DEED) at [paidleave.mn.gov](http://paidleave.mn.gov).
  2. After applying for leave, an employee will receive a Determination of Paid Leave, which is the official decision from the program regarding whether an application was approved or denied. The determination will come from DEED.
- G. **Benefit Amount.** An employee's weekly MNPL benefits are calculated and determined by DEED. Eligible employees who are approved for MNPL will receive payments directly from DEED.
1. The district does not pay into TRA or PERA during the time an employee is on MNPL.
  2. Health coverage will continue to be paid by the district while an employee is on leave, but an employee must continue to make their share of premium payments in order to keep coverage active.

3. The district will not recognize days toward service time or step advancement during the time an employee is on MNPL.
4. If you are receiving MNPL benefits, you may NOT supplement or “top off” your MNPL benefits with accrued but unused paid leave.
5. For eligible employees taking maternity leave, the district will pay for the portion of an employee’s leave not paid for by MNPL for the first eight weeks pursuant to [Policy 448](#).

## **VI. RETALIATION**

The district will not interfere with or retaliate against employees who request or take leave in accordance with MNPL.

## **VII. OTHER**

- A. MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law, which may include Family and Medical Leave Act (FMLA) and pregnancy and parenting leave.
- B. For employees hired after Jan. 1, 2026, the district must provide information about Minnesota Paid Leave within 30 days of the employee’s start date.
- C. The provisions of this policy are intended to comply with applicable law, including MNPL and applicable regulations. The district reserves the right to amend this policy at any time, for any reason. Nothing in this document creates an express or implied contract, nor is it a promise of any particular benefit. To the extent this policy conflicts with any future statutory changes, the district will follow the statutes.

### **Policy 410.1 Minnesota Paid Leave**

Adopted: 02.23.2026

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

**Legal References:** Minn. Stat. §§ 268B (Family and Medical Benefits)

**Cross References:** Minnesota Paid Leave, [paidleave.mn.gov](http://paidleave.mn.gov)  
MSBA Minnesota Paid Leave Overview