

**Cornerstone Montessori Elementary School**  
**Minnesota Paid Family and Medical Leave;**  
**Pregnancy and Parental Leave**  
(former Medical, Personal or Family Leave Policy)

Effective January 1, 2026, all qualified Minnesota employees are entitled to Minnesota Paid Leave (“Paid Leave”). Paid Leave is a program that provides payments and job protections when employees need time off to care for themselves or their family. Paid Leave provides most Minnesota employees with a total of up to 12 weeks of family or medical leave per benefit year. If both are needed, employees may qualify for up to twenty (20) weeks in total. Paid Leave is funded through payroll deductions and employer contributions.

The School is using a private, equivalent insurance plan, in lieu of the state plan. For purposes of Paid Leave, the School’s “benefit year” is the School Year.

Employees who have questions regarding their Paid Leave application or benefits should contact our Paid Leave Administrator. The School has posted notices of the Paid Leave at the CMES facility.

This policy is intended to comply with the requirements of the Minnesota Paid Leave Law, Minn. Stat. Ch. 268B and the Minnesota Administrative Rules, Ch. 3317, Paid Leave. In the event of a conflict between the Paid Leave Law, the Rules and this policy, the Minnesota Paid Leave Law and Rules control.

Refer to the Paid Leave Notice or Carrier policy for specific plan details.

The name and contact information for the School’s Insurer Is: Metropolitan Life Insurance Company

The School’s Paid Leave Identification Number is: 27-1556815

The Division’s contact information is: MetLife  
Department of Employment and Economic Development, Paid Leave Division  
180 E 5th St., 12<sup>th</sup> Floor  
St Paul, MN 55101

E-mail: [paidleave@state.mn.us](mailto:paidleave@state.mn.us)  
Phone: 651-556-7777 or 844-556-0444 (toll-free)

Visit [paidleave.mn.gov](http://paidleave.mn.gov) to apply or for more information about Paid Leave.

General Eligibility:

Coverage is Equivalent to the state plan. Most Minnesota workers (including part-time and temporary) are covered by Paid Leave. To qualify for Paid Leave, an employee must work in Minnesota more than fifty percent (50%) of the time or live in Minnesota and not work more than fifty percent (50%) of the time in any one single other state. In addition, employees must have earned the minimum of wage credits working in Minnesota in the past year (5.3% of the state’s average annual wage rounded down to the next lower \$100) required by the state the prior twelve (12) months (*\$3,900 for the start of Paid Leave in 2026*).

Independent contractors and certain seasonal employees are not covered by Paid Leave but may opt in by contacting the Division. Seasonal employees who are not automatically covered will receive a notice of ineligibility from the School upon hire.

Who Pays for the Equivalent Plan:

The School's equivalent plan is funded by both employer contributions and employee payroll deductions. *For example, in 2026 the School cannot charge you more than 0.44% of your wages (up to the cap set by Social Security's Old-Age, Survivors, and Disability Insurance program (currently \$176,000)) to fund your portion of the equivalent plan premium.* (This amount may change annually.)

Your premium contributions are set forth in the individual notice provided to you.

How Much You Will Get Paid:

Payments are equivalent to the state plan. An equivalent plan must offer payments that are equal to or greater than what is offered by the state plan. Under the state plan, you will be paid up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage. *This amount changes each year and is \$1,423 for the start of Paid Leave in 2026.*

Type and Duration of Paid Leave:

An equivalent plan must offer leave that is equal to or greater than what is offered under the state plan. The School's Paid Leave time is equivalent to the state plan. Under the state plan, Paid Leave provides eligible employees with up to 12 weeks of job-protected leave during a benefit year for medical leave and family leave, as described below. Eligible employees may take up to 12 weeks of Paid Leave for medical leave (for their own serious health condition) and up to 12 weeks of Paid Leave for family leave (bonding, family care, military family, and safety); however, employees are limited to a total of 20 weeks of Paid Leave in a benefit year.

- Medical Leave – to care for the employee's own serious health condition, including care related to pregnancy, childbirth, and recovery.
- Family Leave
  - Bonding - to care for and bond with a new child welcomed through birth, adoption, or foster placement.
  - Family Care – to care for a family member with a serious health condition.
  - Military Family (Qualifying Exigency) – to support a family member called to active duty.
  - Safety – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member.

For purposes of Paid Leave, "family member" means the employee's (1) spouse or domestic partner; (2) child, including a biological child, adopted child, foster child, stepchild, child of domestic partner, or child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto custodian; (3) parent (biological, adoptive, de fact custodian, or foster parent, stepparent, or legal guardian of the employee or the employee's spouse, or an individual who stood in loco parentis to the employee when the employee was a child) or legal guardian; (4) sibling; (5) grandchild (child of the employee's child); (6) grandparent (parent of the employee's parent) or spouse's grandparent; (7) son-in-law or daughter-in-law; (8) individual who has a personal relationship with the employee that creates an expectation and reliance that the employee care for the individual without compensation, whether or not the employee and individual reside together.

Other than for bonding leave, a claim for Paid Leave benefits generally must be based on a single qualifying event lasting at least seven (7) calendar days, which must be consecutive unless leave is intermittent. The qualifying event must be certified by a healthcare provider or other professional.

Paid Leave may be taken continuously or intermittently. Employees are generally permitted to take Paid Leave for medical leave in increments of 1 full day due to a single, seven-day qualifying event. Employees who take leave intermittently must provide the School with a schedule of needed workdays off as soon as practicable. Employees may take up to 480 hours of intermittent medical leave in any 12-month period.

Paid Leave for Medical Leave (Generally):

A “serious health condition” means a physical or mental illness, injury, impairment, condition, or substance use disorder that involves:

- (1) Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity; or
- (2) Continuing treatment or supervision by a health care provider which includes any one or more of the following:
  - a. a period of incapacity of seven (7) or more days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
    - i. treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances beyond the individual’s control prevent a follow-up visit from occurring as planned, by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider; or
    - ii. treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider;
  - b. a period of incapacity due to medical care related to pregnancy;
  - c. a period of incapacity or treatment for a chronic health condition that:
    - i. requires periodic visits, defined as at least twice a year, for treatment by a health care provider or under orders of, or on referral by, a health care provider;
    - ii. continues over an extended period of time, including recurring episodes of a single underlying condition; and
    - iii. may cause episodic rather than continuing periods of incapacity;
  - d. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or
  - e. a period of absence to receive multiple treatments, including any period of recovery from the treatments, by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, for:
    - i. restorative surgery after an accident or other injury; or
    - ii. a condition that would likely result in a period of incapacity of more than seven full calendar days in the absence of medical intervention or treatment.

Paid Leave for Bonding:

“Medical care related to pregnancy” includes prenatal care or incapacity due to pregnancy or recovery from childbirth, stillbirth, miscarriage, or related health conditions. “Bonding” means time spent by the employee who is a biological, adoptive, or foster parent with a biological, adopted, or foster child in conjunction with the child’s birth, adoption, or placement.

Paid Leave for bonding may begin at a time requested by the employee, but it must end within 12 months of the birth, adoption, or placement of a foster child, except in the case where the child remains in the hospital longer than the mother. Employees may use bonding leave before the actual placement or adoption of a child in situations such as where the employee is required to attend counseling sessions, appear in court, consult with an attorney or doctor representing the birth parent, submit to a physical examination, or to travel to another country to complete the adoption.

Paid Leave for pregnancy and bonding used for the qualifying events under the Minnesota Pregnancy and Parental Leave Act and Family and Medical Leave Act will run concurrently (so the total leave is not more than 12 weeks). Employees are not eligible for FMLA.

Paid Leave for Family Care:

To qualify for benefits under the “family care” provision, an employee must have a need for leave related to caring for a family member with a serious health condition or caring for a family member who is a military member.

Paid Leave for Qualifying Exigency (Military Leave):

To qualify for benefits under the “qualifying exigency” provision, an employee must have a need for leave arising out of a military member’s active duty service or notice of an impending call or order to active duty in the United States armed forces, including providing for the care or other needs of the family member’s child or other dependent, making financial or legal arrangements for the family member, attending counseling, attending military events or ceremonies, spending time with the family member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of the military member.

Paid Leave for Safety:

To qualify for benefits under Paid Leave’s “safety leave” provision, an employee must be using the leave from work to: (1) seek medical attention related to the physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking; (2) obtain services from a victim services organization; (3) obtain psychological or other counseling; (4) seek relocation due to the domestic abuse, sexual assault, or stalking; or (5) seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to, or resulting from, the domestic abuse, sexual assault, or stalking.

Notice of Need for Paid Leave

Employees should make every reasonable effort to schedule foreseeable medical treatments so as not to disrupt the ongoing operations of the School.

To provide notice of the need to take Paid Leave, employees must submit notice electronically to the Head of School. If the need for leave is foreseeable, an employee must provide the School notice at least thirty (30) days in advance before leave is to begin. If an employee cannot give 30 days’ notice because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

If dates of a scheduled leave change or are extended (or were unknown), the employee must provide notice as soon as practicable. If an employee fails to provide 30 days’ notice of foreseeable leave, upon request, the employee must explain to the School why notice was not timely given.

If an employee fails to give the required notice with no reasonable excuse, Paid Leave coverage may be delayed. In such cases, absences taken prior to Paid Leave coverage commencing may be unexcused.

The School may require employees to provide a copy of the certification for the need for leave. Upon written request, employees must provide a copy to the School as soon as practicable and possible, generally the same time the certification is provided to the Division.

Employees desiring intermittent leave must make a reasonable effort to share the need for leave and a proposed leave schedule with the School prior to applying for Paid Leave benefits.

Employees are not required to seek or find a replacement worker to cover their Paid Leave hours.

#### How to Take Paid Leave

1. Employees must first provide the School of their notice of the need for Paid Leave (see above).
2. Employees may then apply for benefits with the School's Equivalent Plan Administrator up to 60 days before leave is to be taken.
3. To apply, employees need to notify the plan administrator and file a claim with their insurance carrier. You may need to provide documentation, such as a medical certification.
4. After an employee applies for Paid Leave, the employee will receive a determination from the Plan Administrator which is the official decision about whether the employee's application was approved or denied.

If approved for Paid Leave payments, the payments will be distributed as selected in the employee's application, *currently by direct deposit or prepaid debit card*.

#### Appeals of Decisions

If denied, employees covered by equivalent plans have the same right to appeal as those covered by the state plan. If your application for leave is denied or you disagree with the amount of your payment, you have 30 calendar days to ask that your equivalent plan review the decision. If the decision does not change, you can appeal with the Paid Leave Division within the legal deadline, 30 calendar days from when you received the review decision from your equivalent plan. Contact Paid Leave or visit the Division's website for more information on appeals.

#### Modifying Approved Leave

Employees must adhere to the approved leave schedule and are not eligible for Paid Leave benefits (including job protection) for days not included in their approved leave schedule, unless a modification is approved.

Employees on a covered leave who intend to end their leave early must provide at least two (2) days' advance notice to the School and Plan Administrator.

Employees who desire to extend their leave, change an intermittent leave schedule, or change from intermittent to continuous leave, generally must inform the School and Plan Administrator in writing at least 14 days, or as soon as practicable, prior to the expiration of the original approved leave.

#### Concurrent Leave and Supplemental Benefits

To the extent permitted by law, Paid Leave runs concurrently with leave under the Minnesota Pregnancy and Parenting Law. In addition, leave taken under Paid Leave runs concurrently with short-term disability, long-term disability, or any other bank of time off solely for the purpose of paid family and medical leave, where

applicable, so long as the reason for leave qualifies for both leaves (subject to applicable law and the terms of the applicable plan).

The School does not designate available paid time off (ESST, Vacation or PTO) as a “supplemental benefit” for purposes of Paid Leave:

#### Continuation of Benefits

While an employee is on Paid Leave, the employee is entitled to the same healthcare insurance benefits. The employee must continue to pay the employee’s portion for the benefits the employee would pay while working.

#### Right to Reinstatement

Generally, unless the position has otherwise been eliminated, an employee who has taken Paid Leave, and has worked for the School for at least 90 days, is entitled to return to same position the employee held when leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment including seniority or length-of-service based pay increases.

#### Employment Protections

The School will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for using or attempting to use Paid Leave in accordance with this policy and applicable law. The School will not take your Paid Leave payments. Employees who believe they have been retaliated against must immediately report the same to the School Board Chair. Equivalent plans cannot impose additional costs, conditions, or restrictions on Paid Leave beyond those in the state plan. Employees who believe the School is violating employment protections under Paid Leave may contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

#### Questions

Questions concerning Paid Leave eligibility, benefits, application and modifications should be made to Paid Leave insurance carrier, the carrier information can be found on the MN Paid Leave Notice.

Questions concerning supplemental benefits, coordination with other types of leave such as short-term disability, proposed intermittent leave schedules, or returning from leave should be addressed to the Director of Business Operations.

Employees must contact the Division at the contact information above if they have any questions concerning appeals of determinations regarding Paid Leave benefits.

## **Minnesota Pregnancy and Parental Leave**

Minnesota employees are entitled to take up to 12 weeks of unpaid Pregnancy and Parental Leave (“PPLA”) for: (1) the birth or adoption of a child; or (2) for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions (for female employees). PPLA must start within 12 months of the birth or adoption; however, if the child remains in the hospital longer than the mother, leave must begin within 12 months after the child leaves the hospital. Leave taken for prenatal care will not count against PPLA. Employees must provide reasonable advance notice of the dates leave will begin and the estimated amount of leave that will be taken.

PPLA, and MN Paid Leave, if applicable, run concurrently, subject to applicable law. However, if an employee takes Paid Leave for reasons unrelated to PPLA reasons (such as a back injury not caused by pregnancy), the employee is still entitled to 12 weeks of unpaid PPLA.

With the exception of ESST (see the Minnesota Earned Sick and Safe Time Policy), the amount of PPLA will be reduced by any paid time off provided by the School, including disability, personal, medical or sick leave, or vacation time, so the total leave (PPLA leave plus other paid leave) is not more than 12 weeks. An employee may choose—but is not required—to use ESST for PPLA absences. The School will continue to provide insurance coverage under any group insurance policy, group subscriber contract, or healthcare plan to the employee and any dependents as if the employee were not on leave, but the employee must continue to pay any employee share of the benefit's cost. An employee returning from a leave of absence longer than one (1) month must notify a supervisor at least two (2) weeks prior to return from leave.

The School will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for requesting or obtaining a leave of absence in accordance with the Minnesota Pregnancy and Parental Leave Act or for asserting rights under the Lactation Policy and Pregnancy Accommodations Policy.

**(former Medical, Personal or Family Leave Policy)**

**Board Approved: 11-18-14**

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**New MN PFML and PPLA Policy**

**Board Approved: 2-17-26**