

# Minnesota Paid Family and Medical Leave Policy

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## SECTION I. PURPOSE

This policy outlines the University of St. Thomas's compliance with Minnesota's Paid Family and Medical Leave (PFML) law, which provides partial wage replacement and job protection for eligible employees who need time away from work for qualifying family or medical reasons. It ensures that eligible employees are aware of their rights and responsibilities under the law and how PFML integrates with existing university leave policies.

## SECTION II. SCOPE AND APPLICABILITY

This policy applies to all regular full-time and part-time hourly and salaried staff employees, faculty employees, term appointments, temporary employees, on-call employees and student workers. All employees of the University of St. Thomas who have earned sufficient wages in Minnesota to qualify under the state PFML program are eligible. Clergy who provide ministerial services and are treated as self-employed for Social Security tax purposes are excluded from this policy.

## SECTION III. POLICY

### A. Overview

Under the Minnesota PFML law, eligible employees may receive up to 12 weeks of paid leave per benefit year for qualifying family or medical reasons, with a maximum of 20 weeks if both family and medical leave are used in the same year. The program is administered by the university's disability insurance provider and provides partial wage replacement and job protection during leave. PFML is paid for by premiums split between the university and the employee.

### B. Covered Leave Reasons

Employees may take PFML for the following qualifying reasons, as defined by state law:

#### 1. Paid Medical Leave:

- The employee's own serious health condition. A serious health condition is a physical or mental illness, injury, impairment, condition or substance use disorder. It includes, among many other conditions, complications related to pregnancy and recovery from childbirth or surgery.

#### 2. Paid Family Leave:

- Family Care Leave: Caring for a family member with a serious health condition.
- Parental Leave: Bonding with a new child following birth, adoption, or foster placement.
- Safety Leave: Addressing needs related to domestic abuse, sexual assault, or stalking.

- Military Exigency Leave: Managing family responsibilities due to a family member's military service.

### **C. Duration of Leave**

In a single benefit year, employees may take:

- Up to 12 weeks of medical leave for your own serious health condition; or
- Up to 12 weeks of family leave.

If an employee needs both medical leave and family leave during a benefit year, they may take up to 20 weeks of total combined leave. Leave may be taken continuously or intermittently. Intermittent PFML leave is limited to 480 hours per year.

### **D. Compensation**

PFML benefits are paid directly by the university's disability provider, not the university. Benefit amounts are calculated per state guidelines, based on a percentage of the employee's average weekly wage.

### **E. Job Protection**

Employees returning from PFML are entitled to reinstatement to the same or a comparable position, consistent with state law.

### **F. Employee Responsibilities**

Employees must:

- Apply for PFML benefits through the university's disability provider.
- Notify Human Resources when applying for PFML to ensure proper coordination of benefits.
- Provide the university with at least 30 days' notice of foreseeable leave, or as soon as practicable for unforeseeable situations.
- Provide required medical or other documentation to the university's disability provider as requested.

### **G. Employer Responsibilities**

The university will:

- Maintain employee health insurance benefits during PFML leave on the same terms as if the employee were actively working. Employees are responsible for the employee portion of premiums.
- Track employee leave time consistent with state requirements.
- Not retaliate or discriminate against any employee for requesting or taking PFML.

The Benefits team will work with employees and the university's disability insurance providers to explain leave options and benefits.

## **H. Coordination with Other Leave Policies**

PFML runs concurrently with other applicable federal, state, or employer-provided leave programs (including FMLA, Parental Leave, Paid Leave Time (PLT), Vacation, Floating Holiday, Hourly Employee Purchased Leave Time (HEPLT) and Earned Sick and Safe Time (ESST)).

Employees may choose to supplement PFML wage replacement with accrued paid time off (PLT, vacation, floating holiday, HEPLT, or ESST), up to 100% of the employee's base salary.

The policy replaces and supersedes the University's former policies on Faculty Family and Medical Leave Benefits policy and the Family Emergency Leave Policy.

For questions regarding this policy, contact Human Resources at [AskHR](#) or 651-962-6510.