

Forest Lake Hockey Association

Minnesota Paid Leave Policy

Overview

Forest Lake Hockey Association (“FLHA”) participates in Minnesota Paid Leave (“MPL”), a mandatory, state-run program that provides eligible employees with paid leave for certain medical and family reasons.

This policy explains:

- Eligibility and qualifying events
- Job protections
- Leave procedures and payments
- Employer-specific policies

What is MPL?

MPL is funded by premiums paid by employees and employers. FLHA may deduct up to 0.44% of your wages to fund your portion of the premium. This is the same amount regardless of the size of the employer. This total premium covers both Medical Leave and Family Leave.

Employers are responsible for sending premiums to Paid Leave on behalf of all employees. This means a small amount will be deducted from your paycheck each pay period. Premium Contributions for the current year are located in [Appendix A](#).

Who Is Covered by Minnesota Paid Leave?

Most workers in Minnesota are covered by MPL. You are covered regardless of your employer’s size or the number of hours or days you work. Independent contractors and self-employed individuals are not automatically covered but may choose to opt into the program.

You may qualify for Paid Leave benefits if you have been paid a minimum amount for work performed in Minnesota during the past year. Minimum wage rates for the current year can be found in [Appendix A](#).

Leave Entitlement

Employees may take up to twelve (12) weeks of Medical Leave and up to twelve (12) weeks of Family Leave, with a combined maximum of twenty (20) weeks of paid leave in a benefit year. The benefit year begins on the first day the employee takes leave.

MPL runs concurrently with other applicable leaves taken for the same purpose, including Pregnancy and Parental Leave. This means that leave taken under one law may reduce the leave available under another if the reason for leave qualifies under multiple types of leave.

Qualifying for Minnesota Paid Leave

Employees must meet certain requirements to be eligible to take MPL, starting with the occurrence of a qualifying event.

Under MPL, a qualifying event includes:

1. **Medical Leave:** To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery.
2. **Family Leave**, which may include:
 - a. Bonding Leave: To care for and bond with a child welcomed through birth, adoption, or foster placement
 - b. Caring Leave: To care for a family member with a serious health condition
 - c. Military Family Leave: To support a family member called to active duty
 - d. Safety Leave: To respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Definition of Family Member

For purposes of MPL, a “family member” includes:

1. Your spouse or domestic partner;
2. Your child, including a biological child, adopted child, foster child, or stepchild, a child of your domestic partner, or a child to whom you are a legal guardian or de facto custodian;
3. Your parent or legal guardian
4. Your sibling;
5. Your grandchild;
6. Your grandparent or your spouse/partner’s grandparent;
7. Your son-in-law or daughter-in-law; or
8. An individual with whom you have a personal relationship with that creates an expectation and reliance that you care for the individual without compensation, whether or not you and the individual reside together.

Additional Qualifying Criteria

In addition to having a qualifying event, employees must meet the following requirements to be eligible for MPL:

1. **Minimum Leave Duration:**

- a. Except for bonding leave, you must be unable to work for at least seven (7) consecutive days due to a qualifying reason. Note that Bonding leave has no minimum requirement.
 - b. These days must be consecutive, unless you specifically request intermittent leave, which is discussed later in this policy.
2. **Minimum Earnings:**
 - a. You must have earned a minimum amount for work in Minnesota during the previous year.
 - b. The average minimum wage rates used to calculate eligibility for the current year are listed in [Appendix A](#).
3. **Certification:** You must submit documentation or certification supporting your request for MPL benefits.
4. **Application:** You must apply for MPL through the official Minnesota Paid Leave website: paidleave.mn.gov.

Employees may not be eligible for MPL if they are currently receiving benefits under one or more of the following:

1. Unemployment insurance;
2. Workers' compensation; or
3. Social Security Disability benefits

For questions about whether your specific situation may disqualify you from receiving MPL benefits, please contact [Minnesota Paid Leave](#) directly.

Employment Protections

1. Job protections

- a. Generally, employees must be restored to their job, or an equivalent position, upon returning from leave. However, restoration is not guaranteed under certain circumstances, such as layoffs, the end of a specific-term project, or other changes in position that would have occurred regardless of leave.
- b. Job protections take effect ninety (90) calendar days after your date of hire.

2. Health Insurance Continuation

- a. While you are on MPL, FLHA must maintain coverage under any group insurance policy, group subscriber contract, or health care plan for you and your dependents as if you were not on leave.
- b. You are responsible for paying your share of the premiums during MPL. Discuss pre-pay arrangements with the Gambling Manager. Failure to continue making timely benefits premium payments may result in losing your employer paid benefits coverage unless you elect to continue them through COBRA continuation of benefits coverage at a higher cost.

- c. Paid leave under MPL does not require continuation of life insurance, disability, or other voluntary benefits.

3. No Retaliation or Interference

- a. FLHA must not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for requesting or obtaining MPL benefits or leave.
- b. FLHA cannot take your MPL payments.

For inquiries related to MPL, please contact Minnesota Paid Leave at 651-556-7777 or [visit their website](#). If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Notice Procedures, Applying, and Approval Process: How To Take Minnesota Paid Leave

1. Notify FLHA

- a. Employees must notify their supervisor of their intent to take MPL. Notice may be made by email, telephone, text message, or verbally.
- b. If the need for leave is foreseeable, you must provide at least thirty (30) days' advance notice before taking leave. However, if thirty (30) days' notice is not possible based on your circumstances, notice must be given as soon as practicable. If you fail to provide at least thirty (30) days' notice when required to do so, FLHA may request an explanation of why notice was not practicable.
- c. Failure to provide FLHA with proper notice may delay the processing of your MPL application.

2. Apply to Minnesota Paid Leave

- a. Applications for MPL benefits must be submitted directly to the Minnesota Paid Leave program via paidleave.mn.gov. You can also apply over the phone; the number is listed in the Learn More section below.
- b. You may apply for MPL benefits up to sixty (60) days in advance of your anticipated leave date.

3. Approval Process

- a. After you apply, you will receive a determination from Minnesota Paid Leave, which is the official decision about whether your application is approved or denied.
- b. FLHA does not approve or deny MPL benefits; the State of Minnesota determines eligibility and issues benefit payments.
- c. FLHA will be notified of your application status by Minnesota Paid Leave.
- d. If your application is approved:
 - i. Minnesota Paid Leave will notify you directly with additional instructions, and payments will be sent to the bank account or prepaid debit card you selected in your application.
 - ii. You must provide FLHA with updates regarding any changes or extensions to your MPL dates or status.
- e. If your application is denied:

- i. Minnesota Paid Leave will notify you directly and provide information about how to file an appeal.
- ii. FLHA is not involved in the approval process and will not intervene on your behalf.

Intermittent Leave

1. Eligibility for Intermittent Leave

- a. MPL for a serious health condition may be taken intermittently if doing so is reasonable and appropriate to meet the needs of the individual with the health condition.
- b. For all other types of paid leave under MPL (e.g. bonding, caring for a family member, safety leave), leave may also be taken intermittently.

2. Notice and Scheduling

- a. You must notify FLHA of your intent to take intermittent leave in accordance with the notice procedures described above.
- b. It is your responsibility to provide a schedule of required days or time off as soon as practicable to your supervisor and make reasonable efforts to avoid disruptions to FLHA's operations.

3. Increment and Payment

- a. Intermittent leave must be taken in increments of four (4) hours.
- b. You are not permitted to apply for payment of benefits associated with intermittent leave until you have eight (8) hours of accumulated leave time, unless more than thirty (30) calendar days has lapsed since the initial taking of your leave.
- c. You may use up to four hundred eighty (480) hours of intermittent leave in a single benefit year. After that, you must use any remaining MPL continuously until exhausted.
- d. Taking leave intermittently does not extend the total duration of MPL or other applicable leave.

FLHA's Specific MPL Policies

The following describes policies that are specific to FLHA. These rules apply in addition to the statutory requirements of MPL and are intended to clarify how your MPL may interact with other programs or benefits offered by FLHA.

1. Optional Supplemental Benefit

- a. You may choose, but are not required, to use ESST while waiting to qualify for MPL, which, with the exception of bonding leave, has a seven (7) day waiting period.

2. Concurrent Leave

- a. When an employee takes MPL for a reason that also qualifies under another leave law (such as Minnesota Pregnancy and Parental Leave), the leaves will run concurrently, meaning the time off counts towards both programs simultaneously.
- b. The following example is provided for guidance and is for illustrative purposes only:
 - Minnesota Pregnancy and Parental Leave: If your leave is for the same reason (except prenatal care), MPL will run concurrently with Pregnancy and Parental Leave.
- c. Concurrent leave does not extend the total duration of paid or unpaid leave beyond what is allowed under each law.

Learn more

Visit paidleave.mn.gov to apply or for more information about MPL, including calculators to help you estimate your premium costs and the payments you could receive under MPL.

Other ways to reach Minnesota Paid Leave:

- Phone: 651-556-7777 or 844-556-0444 (toll free)
- E-mail: paidleave@state.mn.us
- Mail: Minnesota Department of Employment and Economic Development, Paid Leave Division, 180 E 5th Street, 12th Floor, Saint Paul, MN 55101

Information is available in alternative formats for people with disabilities by using the contact information listed above.

[SIGNATURE PAGE IMMEDIATELY FOLLOWS]

Acknowledgment

My signature below acknowledges that I have received a copy of Forest Lake Hockey Association's Minnesota Paid Leave Policy. I agree to read, understand, and adhere to this policy and acknowledge that FLHA may modify or terminate this Minnesota Paid Leave Policy at any time for any reason in its sole discretion. I also understand that if I have questions regarding the contents of this policy, I should ask my supervisor, the Gambling Manager, or Board President for clarification.

Signature: _____

Printed Name: _____

Date: _____

Appendix A

2026 Average Minimum Wage Rates for the start of Paid Leave in 2026: **\$3,900**

Current maximum benefit amount: **\$1,432** [Estimate your leave payments here.](#)

Premium Contributions:

Medical Leave	Total Medical Leave Premium: 0.46%			
	<i>FLHA</i>	will contribute	0.155%	of the Medical Leave contribution
		and the remaining	<u>0.305%</u>	will be deducted from your wages

Family Leave	Total Family Leave Premium: 0.20%			
	<i>FLHA</i>	will contribute	0.065%	of the Family Leave contribution
		and the remaining	0.135%	will be deducted from your wages

Total deducted from your wages	0.44%
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Employer Information (for MPL application):

Employer Name:	Forest Lake Hockey Association
Mailing Address:	P.O. Box 401 Forest Lake, MN 55025 << Matter.Client.Address >>
Employer Identification Number (FEIN):	38-4084088