



MINNESOTA PAID FAMILY AND MEDICAL LEAVE POLICY

Purpose

This policy outlines Lifeworks Services, Inc's compliance with the Minnesota Paid Family and Medical Leave (PFML) law, which provides eligible employees with paid time off for qualifying family and medical reasons under the state's program.

Scope

The Minnesota Paid Family and Medical Leave Policy applies to all employees of Lifeworks Services regardless of employment type or level within the organization.

Policy

Effective January 1, 2026, Lifeworks' Minnesota Paid Family and Medical Leave Policy provides partial paid leave for eligible employees to take time off for qualifying family and medical events. This policy is designed to support employees during significant life events and works in conjunction with the Minnesota Paid Family and Medical Leave program.

Eligibility

Employees are eligible if they have worked at least 50 percent of their time in Minnesota. This includes employees who work from home in Minnesota or occasionally work in other states. Employees are not covered if they spend more than half of their working time in a different state.

Employees must also have earned at least 5.3% of the state's average annual wage in covered employment over the base period (typically the past four completed quarters). There is no waiting period based on time of employment with Lifework Services, Inc. Employees must be absent for at least three consecutive calendar days to apply, but coverage is retroactive to the first day of absence once eligibility is confirmed.

Reasons for Leave

Eligible employees may take paid leave for:

1. Medical Leave – Employee's own serious health condition
2. Bonding Leave – Birth, adoption, or placement of a child
3. Family Care Leave – Care for a family member with a serious health condition. The definition of family member covers the following:
 - a. Spouse or domestic partner

This information is available in an alternate format upon request.
Lifeworks is an Equal Opportunity Employer.

- b. Child (biological, adopted, foster, stepchild, or a child for whom the employee stands in loco parentis)
 - c. Parent (including parent-in-law)
 - d. Sibling
 - e. Grandchild
 - f. Grandparent
 - g. Relationships established through marriage (such as in-laws)
 - h. In some cases, other individuals with a close association equivalent to a family relationship may also qualify under the caregiving provisions.
- 4. Safety Leave – Issues related to domestic abuse, sexual assault, or stalking
 - 5. Military Exigency Leave – Qualifying exigencies related to military service

Length of Leave

Employees may take up to 12 weeks of medical leave for their own serious health condition or up to 12 weeks of family leave for purposes such as bonding with a new child or caring for a family member. If an employee uses multiple types of leave, such as medical and bonding, the combined maximum amount of leave available is 20 weeks per year. Employees can take leave intermittently in full-day increments.

Wage Replacement

Benefits are paid by the State of Minnesota through its PFML program. The benefit amount is a progressive wage replacement based on the employee's earnings, up to a maximum weekly cap set annually by the state.

Job Protection and Benefits Continuation

Employees must have worked at Lifeworks for at least 90 days before they are eligible for job protection under PFML. Employees returning from PFML leave will be reinstated to the same or equivalent position. Health insurance protection begins on day one of the leave and continues during the leave as if the employee were actively working. Employees must continue to pay their portion of benefit premiums during the leave.

Coordination with Other Leave Policies

PFML runs concurrently with FMLA if applicable. This means the same period of absence counts toward both PFML and FMLA entitlements. Employees must meet eligibility requirements for each program separately.

Employees may choose (but are not required) to use PTO time to supplement PFML benefits. Employees may elect to use PTO instead of applying for PFML, provided they follow standard PTO request procedures. PFML does not replace Earned Sick and Safe Time (ESST).

Rights & Responsibilities

Employee Responsibilities

- Provide 30 days' notice when the need for leave is foreseeable.
- If not foreseeable, provide notice as soon as practicable.
- Submit necessary documentation to HR and the state PFML program portal.
- Coordinate with HR if the leave may also qualify under FMLA or other company-provided leave.
- Communicate with manager and HR regarding anticipated return-to-work date.

Employer Responsibilities

- Inform employees about PFML rights, including posting required notices and updating employee handbooks.
- Lifeworks Services, Inc. will contribute to the PFML fund by paying half of the required premium, while employees will pay the other half through payroll taxes, as mandated by state law. Human Resources will maintain confidentiality, keep records, and cooperate with the state in administering PFML claims. No retaliation will be taken against employees who request or use PFML.

Resources

Minnesota Paid Leave Website <https://mn.gov/deed/paidleave/>

Version History

Minnesota Paid Family and Medical Leave Policy, version 1.0		
Status:	<input type="checkbox"/> Working Draft	<input checked="" type="checkbox"/> Approved
Document Owner:	Nikki Asauskas	
Last Review Date:		