MINNESOTA PAID LEAVE

# Sample notice to employees

This template is provided by Minnesota Paid Leave for employer use. Please note:

- These documents are templates provided by Minnesota Paid Leave for employer use. They are provided in Word format for your convenience – for easier completion of fillable fields, minor formatting changes (such as the addition of a company logo), or additions about company-specific policies.

- Employers must notify each employee directly within 30 days of hire or 30 days before premium collection begins. **For Paid Leave program launch on January 1, 2026, this means you must notify employees by December 1, 2025.**

- This notice must be provided to employees in their primary language, in writing. Sample notices in languages other than English will be available on the Paid Leave website.

- For notice provided in electronic format, the employer must provide employee access to an employer-owned computer during an employee's regular working hours to review and print.

- Employees should provide written or electronic acknowledgement of receipt of this notice. This can be done with a signature on a form, or by other means, such as an electronic payroll system. If an employee refuses to acknowledge that they received the notice, employers will need to be able to demonstrate how they were notified.

- If you offer Medical Leave, Family Leave, or both through an approved equivalent plan, you must also provide a separate equivalent plan notice to your workforce.

- If any of your employees are designated as seasonal hospitality employees, you may have additional notification requirements. Visit the Paid Leave website to learn more.

## How to use the sample notice

This document contains two versions of a sample notice to employees.

1. A version with the standard premium rate of 0.88%

2. A version with the small employer premium rate of 0.66%

You should choose the version applicable to your organization. Then, fill in the premium information to show how much of the premium you will cover, and how much will be deducted from the employee's paycheck (at most 0.44%). You should also fill in your employer information at the end of the form.

## Modifying this sample notice

Employers are responsible for any changes they make to these forms. Paid Leave is not responsible for modifications made to these forms and cannot guarantee that a form that has been modified from this original version will meet program requirements.

***Last updated: October 2, 2025***

MINNESOTA
PAID LEAVE

# Sample employee notice

*Standard premium rate (0.88%)*

Minnesota Paid Leave

180 E 5th St, Suite 1200 | St. Paul, MN 55101

paidleave.mn.gov

# Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:

**Medical Leave:**

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

**Family Leave:**

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

## Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year ($3,900 for the start of Paid Leave in 2026).

## What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

MINNESOTA PAID LEAVE

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

## Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. **The initial premium rate is 0.88% of wages** up to the cap set by Social Security's Old-Age, Survivors, and Disability Insurance program (currently $176,000). Your employer **may deduct up to 0.44% of your wages** to fund your portion of the premium. This total premium covers both Medical Leave (0.61%) and Family Leave (0.27%).

Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

Your premium contributions are:

| Medical Leave | | | | |
|---|---|---|---|---|
| | **Total Medical Leave Premium: 0.61%** | | | |
| | *(Employer Name)* | will contribute | ___% | of the Medical Leave contribution |
| | | **and the remaining** | **___%** | **will be deducted from your wages** |

| Family Leave | | | | |
|---|---|---|---|---|
| | **Total Family Leave Premium: 0.27%** | | | |
| | *(Employer Name)* | will contribute | ___% | of the Family Leave contribution |
| | | **and the remaining** | **___%** | **will be deducted from your wages** |

| **Total deducted from your wages** | **___%** |
|---|---|

MINNESOTA PAID LEAVE

## How do I take Paid Leave?

1. Notify your employer.
2. Apply with Paid Leave. You will be able to apply for Paid Leave at **paidleave.mn.gov.** You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application.

## Learn more

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

### Other ways to reach us

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

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

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

## Employer Information:

| | |
|---|---|
| **Employer Name:** | |
| **Mailing Address:** | |
| **Employer Identification Number (FEIN):** | |

## Employee Acknowledgement:

| | |
|---|---|
| □ | **I acknowledge receipt of this notification** |
| **Name** | |
| **Signature** | |
| **Date** | |

MINNESOTA
PAID LEAVE

# Sample employee notice

*Small employer premium rate (0.66%)*

Minnesota Paid Leave

180 E 5th St, Suite 1200 | St. Paul, MN 55101

paidleave.mn.gov

MINNESOTA PAID LEAVE

# Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:

**Medical Leave:**

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- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

## Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year ($3,900 for the start of Paid Leave in 2026).

## What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

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

## Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. **The initial premium rate for small employers is 0.66% of wages** up to the cap set by Social Security's Old-Age, Survivors, and Disability Insurance program (currently $176,000). Your employer **may deduct up to 0.44% of your wages** to fund your portion of the premium. This is the same amount as employees working for large employers. This total premium covers both Medical Leave (0.46%) and Family Leave (0.2%).

Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

Your premium contributions are:

| Medical Leave | | | | |
|---|---|---|---|---|
| | **Total Medical Leave Premium: 0.46%** | | | |
| | *(Employer Name)* | will contribute | ___% | of the Medical Leave contribution |
| | | **and the remaining** | **___%** | **will be deducted from your wages** |

| Family Leave | | | | |
|---|---|---|---|---|
| | **Total Family Leave Premium: 0.2%** | | | |
| | *(Employer Name)* | will contribute | ___% | of the Family Leave contribution |
| | | **and the remaining** | **___%** | **will be deducted from your wages** |

| **Total deducted from your wages** | **___%** |
|---|---|

## How do I take Paid Leave?

1. Notify your employer.
2. Apply with Paid Leave. You will be able to apply for Paid Leave at **paidleave.mn.gov.** You can also apply over the phone if needed.

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## Learn more

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Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

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## Employer Information:

| | |
|---|---|
| **Employer Name:** | |
| **Mailing Address:** | |
| **Employer Identification Number (FEIN):** | |

## Employee Acknowledgement:

| | |
|---|---|
| □ | **I acknowledge receipt of this notification** |
| **Name** | |
| **Signature** | |
| **Date** | |