

City of Grand Rapids PFML (Paid Family and Medical Leave) Policy

The City of Grand Rapids offers leave to eligible employees who meet the qualifications for Paid Family and Medical Leave (PFML) benefits under Minnesota law. The City of Grand Rapids participates in the State of Minnesota's PFML Program

The Paid Leave Administrator for the City of Grand Rapids is Chery Pierzina, Human Resources Officer. Employees with questions about this policy should contact the Paid Leave Administrator.

Definitions

Family member:

- Spouse or domestic partner.
- Child (including a biological child, adopted child, foster child, stepchild, child of a domestic partner, or child to whom the applicant stands in loco parentis, is a legal guardian, or is a de facto custodian).
- Parent or legal guardian.
- Sibling.
- Grandchild.
- Grandparent or spouse's grandparent.
- Son-in-law or daughter-in-law.
- An individual who has a personal relationship with the applicant that creates an expectation and reliance that the applicant care for the individual without compensation, whether or not the applicant and the individual reside together.

A serious health condition, in general, is a physical or mental illness, injury, impairment, condition, or substance use disorder that may involve:

- Evaluation, treatment, inpatient care or recovery.
- Not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

(To see the full definition of a "serious health condition" please refer to the statutory definition in Minnesota Chapter 268B.)

Contributions and Premiums

The cost of PFML premiums, both employer portions and employee portions, will be paid by the City of Grand Rapids. The City of Grand Rapids will pay 100% of the required PFML premium and employees will not have to pay any portion of the PFML premium cost. PFML premiums paid by the City of Grand Rapids, on behalf of the employer and employee, will begin on January 1, 2026.

Eligibility

To be eligible for PFML, an employee must:

- Work 50 percent or more from a location in Minnesota. This includes employees who work remotely from home or those whose duties occasionally require them to work in other states.

- Meet the wage credit requirements outlined in statute by having earned at least the minimum amount of wages as determined by the State and defined by Minnesota Law at the time the leave is requested.

Eligibility determinations are made by the State.

Weekly Benefit

An employee's weekly PFML benefit will be calculated and determined by the State. The City of Grand Rapids does not calculate or determine an employee's weekly benefit.

Leave Designation and Allotment

An employee may be eligible for PFML if they meet one or both of the following conditions in a benefit year:

- Medical Leave
 - To care for one's own serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Family Leave
 - Bond with a child through birth, adoption, or foster placement.
 - Care for a family member with a serious health condition.
 - Support a military family member called to active duty.
 - Safety leave to care for oneself or a family member because of domestic abuse, sexual assault, or stalking.

An employee may take up to 12 weeks of medical leave in a benefit year provided they are eligible.

If an employee is eligible for both Medical Leave and Family Leave in a single benefit year, the employee may take up to 20 weeks total of leave. For example, an employee may be entitled to 12 weeks of Family Leave and 8 weeks of Medical Leave in a benefit year, totaling 20 weeks. An employee may be entitled to 8 weeks of Family Leave and 12 weeks of Medical Leave in a benefit year, totaling 20 weeks.

An employee's benefit year starts the first date of leave.

PFML Intermittent Leave

Leave based on a serious health condition (of an employee or family member) may qualify for intermittent leave if it is reasonable and appropriate to meet the needs of the individual with a serious health condition. Leave for other eligible PFML reasons may also be taken intermittently.

To be eligible for intermittent leave under PFML, employees must have at least eight hours of accumulated leave, unless more than 30 days have passed since the initial leave. The employee eligibility requirements of PFML, as listed above, also apply.

Intermittent leave is leave taken in separate blocks of time due to a single 7-day qualifying event.

For employees seeking PFML on an intermittent basis, a reasonable effort must be made to provide written notice to Chery Pierzina, Human Resources Officer, before applying for PFML benefits through the State program.

This notice should include:

- 1) the proposed intermittent leave schedule, and
- 2) a completed certification from a healthcare provider confirming the necessity of the leave, along with a reasonable estimate of its frequency, duration, and treatment schedule.

Full and part time employees may take intermittent leave in increments of 30-minutes or more. Eligible employees can take up to 480 hours of intermittent leave within any 12-month period. Once this limit is reached, employees may request continuous PFML, as long as the continuous leave does not surpass the maximum amount of PFML allowed by law.

(Please note, the relevant section on intermittent leave in the statute is Minn. Stat. 268B. 04, Subd. 6a)

PFML Notice and Application Process

- 1) Employees should reach out to Chery Pierzina, Human Resources Officer, of their intention to take leave. If the leave is foreseeable, the City of Grand Rapids requests an employee give at least two weeks notice of their intent to take leave. If the leave is not foreseeable, the City of Grand Rapids requests the employee notify the City of Grand Rapids as soon as possible of their need for leave.
- 2) After the employee has notified the City of Grand Rapids of their intent to take leave, the employee may apply for PFML through the State.

Other Leave Laws and Benefits

PFML will run concurrently with any leave or wage supplement an employee may qualify for under local, state, or federal law, including but not limited to the Family and Medical Leave Act (FMLA), Minnesota Women's Economic Security Act (WESA), and Minnesota Pregnancy and Parental Leave (MPL).

Supplemental Benefits

Employees receiving PFML benefits have the option to supplement their PFML benefits by using any accrued paid leave benefits such as extended medical bank (EMB) or paid time off (PTO). An employee choosing to supplement their PFML benefits with their accrued paid leave may not exceed their Individual Average Weekly Wage (IAWW).

Health Coverage During PFML

Unless coverage is revoked, the City of Grand Rapids will maintain group health insurance for employees on PFML under the same conditions as before the leave. In the event there is an employee premium cost associated with health coverage, employees must continue to make timely payments of their share of the premiums, if any exist. The employee must remit their portion of the health insurance premium, if any, to the City of Grand Rapids to ensure continued benefits through either payroll deductions or other methods as outlined below.

If an employee is required to pay a portion of the group health insurance premium, and payment is late by 30 days or more, group health insurance may be cancelled. The City of Grand Rapids will provide written notice at least 15 days before termination, specifying the final payment due date (30 days past the original due date) and the date coverage will end if payment is not received.

Payment, if any, of the employee's portion of the premium for group health insurance coverage may be paid by pre-payment, monthly payment via check, cashier's check, money order, or credit card (additional costs may apply to credit card payments).

Reinstatement

Employees that worked for the City of Grand Rapids for at least 90 calendar days prior to taking PFML, upon return, will be reinstated to their previous position or an equivalent position. An employee's status, pay, employment benefits, length-of-service credit, and seniority credit shall be the same as the date they went on leave.

Upon returning to work, if an employee cannot perform the essential functions of their position (with or without reasonable accommodation), the City of Grand Rapids may engage in an interactive process. This process will align with the Americans with Disabilities Act (ADA), the Minnesota Human Rights Act (MHRA), and other relevant workplace policies, including safety protocols, to determine the appropriate next steps.

Retaliation

No employee shall be subjected to any form of retaliation for requesting, taking, or returning from PFML or for otherwise exercising or attempting to exercise rights protected under the PFML policy and applicable law.

Approved by Grand Rapids City Council on _____.