



COMMISSION POLICY

Paid Leave Policy

Category: Personnel	Subcategory:	Policy Number:
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Purpose

GRPU complies with the requirements of the Minnesota Paid Leave (“MNPL”) law for all eligible employees. Eligible employees will be provided paid leave benefits for qualifying medical and family reasons, as required by the law.

Policy

GRPU provides a private fully-insured MNPL equivalent plan in place of participation in the Minnesota State Paid Leave program (“the State Plan”). The equivalent plan is approved by the Minnesota Department of Employment and Economic Development (“DEED”) and offers benefits equivalent to those provided by the State Plan for all required types of leave. The plan provides eligible employees with partial wage replacement and job-protected leave for qualifying reasons.

For 2026, the premiums for MNPL will be paid by GRPU.

Procedure

Eligibility

Eligibility determinations for MNPL benefits are made by the plan. Generally, to be eligible for MNPL benefits, an employee needs to work at least 50% of their time from a location in Minnesota. Additionally, employees must meet financial eligibility requirements as defined in the MNPL law by having earned over the defined eligibility threshold in the past year, at the time of the requested leave. Jobs outside of GRPU employment may also count toward meeting eligibility requirements, and employees are responsible for reporting complete and accurate information during the application process so that appropriate eligibility determinations can be made.

Leave Entitlement and Usage Overview

Eligible employees may receive up to 12 weeks of MNPL per benefit year as medical leave (for yourself), and up to 12 weeks of MNPL per benefit year as family leave, with the combined total not to exceed 20 weeks of MNPL in a single benefit year.

There is no waiting period for MNPL if the employee’s situation is determined to qualify for the benefit.

GRPU’s MNPL equivalent plan benefit year is the calendar year.

MNPL may be approved for the following conditions and reasons:

- **Medical Leave** – Up to 12 weeks of medical leave (for yourself) to take care of yourself in relation to a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- **Family Leave** – Up to 12 weeks of family leave for:
 - **Bonding Leave** – To bond with a child 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 military family member called to active duty.
 - **Safety Leave** – To receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking. Types of care may include seeking medical attention; obtaining services from a victim services organization; obtaining psychological or other counseling; seeking relocation due to the domestic abuse, sexual assault, or stalking; or seeking legal advice or taking legal action, including preparing for or participating in legal proceedings.

For purposes of MNPL, a serious health condition means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious health condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school/training, or do regular daily activities. A serious health condition also includes periods of incapacity due to medical care related to pregnancy. This includes childbirth, conditions related to pregnancy, or surgery.

For purposes of MNPL, family member includes:

- Spouse or domestic partner;
- Child (including biological, adopted, stepchild, foster children, or a child you raise even if you are not legally related);
- Parent, legal guardian, or person who raised you;
- Sibling;
- Grandparent or spouse's grandparent;
- Grandchild;
- Son-in-law or daughter-in-law;
- Father-in-law or mother-in-law; and
- Anyone close to you who depends on you for care, even if not related by blood.

Seven-Day Qualifying Event – In most cases, the period for which an employee is seeking MNPL benefits must be, or have been, based on a single qualifying event of at least seven calendar days' duration related to medical care related to pregnancy, family care, a qualifying exigency, safety leave, or the applicant's serious health condition. The days must be consecutive, unless the leave is intermittent. Benefits related to bonding do not need to meet the seven-day qualifying event requirement. Certain serious health conditions and other events may be presumed to constitute seven-day qualifying events.

Intermittent Leave

Employees may apply for intermittent leave, provided the leave is reasonable and appropriate to the needs of the employee or other individual requiring care. In addition to meeting the other eligibility requirements under the MNPL law, an employee taking intermittent leave must have at least eight hours of accumulated leave time in order to apply for payment of benefits, unless more than 30 calendar days have lapsed since the initial taking of the leave.

Notice of Need for Intermittent Leave – In situations where an employee requires intermittent leave, the employee must make a reasonable effort to provide written notice to Human Resources of the need for

intermittent leave before applying for MNPL benefits through the plan administrator. As part of the notice, the employee must provide GRPU with the following information:

- Proposed intermittent leave schedule; and
- A completed certification from a health care provider, or other provider or certification source appropriate to the situation, identifying the leave as necessary along with a reasonable estimate of the frequency and duration and treatment schedule for the leave.

Increments of Leave for Recording Intermittent Leave Usage – Non-exempt employees using MNPL will record their leave in 15-minute increments on their timecard. Exempt employees using MNPL will record their leave in 4-hour increments on their timecard.

Intermittent Leave Usage Cap – Intermittent leave taken under this policy is capped at a maximum of 480 hours in a 12-month period, as permitted by the MNPL law. After reaching the maximum amount of allowed intermittent leave, employees may request continuous leave provided the total leave does not exceed the maximum amount of MNPL allowed by law.

Initial Notice of Need for Leave

The process of applying for MNPL begins with a conversation between the employee and GRPU, or the employee providing written notification to GRPU. The employee should contact Human Resources to provide notification regarding the intent to take leave.

If the need for leave is foreseeable, the employee should provide at least 30 days' advance notice prior to taking leave. If the need for leave is not foreseeable, or in cases where provision of 30 days' advance notice of foreseeable leave is not practicable, the employee is required to provide notice as soon as practicable. Employees should timely communicate their need for leave along with information about the anticipated start and return date, or indicate whether the anticipated need for leave will be intermittent.

Applying for MNPL

After providing initial notice of the need for leave, an employee may apply for MNPL benefits by contacting Human Resources and submitting an application through the online portal administered by the plan administrator. Certification of the need for leave by a health care professional or service provider is required to receive MNPL. Determinations regarding eligibility for MNPL benefits and administration of benefits for which an employee qualifies will be administered through the plan administrator.

Upon written request from Human Resources, the employee must provide a copy of the certification as soon as practicable and possible. Providing certification at or around the time the employee provides certification to the plan administrator is considered practicable.

An employee who intends to apply for MNPL benefits must timely submit their application. Significant delays in applying for MNPL may result in a reduction in the benefits for which an employee is eligible.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined in accordance with the MNPL law. Payments are based on the average weekly wage, and the amount an employee is eligible to receive varies depending on income level, as defined by the MNPL law.

Requests for Change of Leave Schedule

An employee who needs a change of leave schedule, including changing from intermittent to continuous leave, or from continuous to intermittent leave, must request a change in writing no less than 14 calendar days, or as soon as practicable, prior to the expiration of the original approved leave schedule. Requests for a change in leave schedule must be submitted to the plan administrator, and notice must be provided to Human Resources.

Supplementing MNPL Benefits with Accrued Paid Leave

GRPU permits employees receiving MNPL benefits to *supplement* their benefits with accrued unused PTO, EIB and/or ESST. It is the employee's choice to supplement or not to supplement. If an employee elects to supplement, the combined weekly sum of MNPL benefit payments and Company-provided benefits cannot exceed the employee's usual wage or salary. If MNPL benefit payments combined with supplemental paid leave result in an overpayment, the employee will be required to repay the excess amount to GRPU.

Using Accrued Paid Leave in lieu of MNPL Benefits

An employee may use PTO, EIB and/or ESST *in lieu of* MNPL benefits, provided the employee is concurrently eligible.

Coordination and Concurrent Designation with Other Leaves

An employee's use of MNPL may also qualify for leave under federal, state or local laws and/or GRPU policy and/or the collective bargaining agreement. In these cases, all applicable leaves will be designated concurrently to the greatest extent permitted by law.

Interaction with Other Benefits

GRPU offers a short-term disability ("STD") policy that may run concurrently with MNPL and requires its own separate claim filing process pursuant to the terms of the STD policy. STD payments may be reduced, pursuant to the terms of the STD policy, as a result of receiving MNPL benefits.

Maintaining Insurance Coverage During Leave

GRPU will continue to provide group insurance coverage, including health insurance, for an employee on MNPL under the same conditions as if the employee was not on leave, including provision of Company group insurance benefit premium contribution amounts. The employee is required to continue to make timely payments of their share of the premiums for coverage. If the employee is not using accrued Company-provided benefits during the leave, it is the responsibility of the employee to remit their portion of premiums to Accounting Technician -Payroll in order to ensure continuation of benefits coverage.

An employee's share of premium payments for group insurance coverage may, at the employee's option, be:

- Taken as regular payroll deductions when the employee elects to supplement their MNPL benefits with sufficient amounts of accrued and unused Company-paid leave.
- Prepaid at or before the start of the leave.
- Arranged to submit a check for payment every 4 weeks for the duration of the leave.
- Be postpaid after the leave has ended.

Reinstatement Following Leave

Upon return from MNPL, the employee will be reinstated to their previous position or to an equivalent position, with the same status, pay, employment benefits, length of service credit, and seniority credit as of the date of leave as long as the employee has been employed for a minimum of 90 calendar days. If applicable, an employee who is reinstated upon return from MNPL may also be entitled to any unconditional pay increases which occurred during the leave period, such as a cost of living increase or general adjustment; and other pay, benefits, and terms will be reinstated in accordance with applicable law and/or GRPU policy and/or the collective bargaining agreement.

Discrimination and Retaliation Prohibited

An employer must not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for requesting or obtaining benefits or leave, or for exercising any other right under the MNPL law.

GRPU strictly prohibits any form of illegal discrimination or retaliation against an employee for exercising their rights under the MNPL program. Any employee who believes they have been discriminated or retaliated against for MNPL related activities should immediately report the issue to Human Resources.

GRPU Commissioner

GRPU Commissioner

POLICY HISTORY:

Adopted:

Revised: