



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Meeting Date:</b>	Tuesday, September 23, 2025
<b>Category:</b>	CONSENT AGENDA
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider approval of an amendment to the Family and Medical Leave policy in the Personnel Policy Manual
<b>Background Information:</b>	<p>Staff are proposing an amendment to the definition section of the Family and Medical Leave personnel policy. This policy follows federal law, providing up to 12 weeks of unpaid, job-protected leave per year for an employee as per the Family and Medical Leave Act (FMLA).</p> <p>The proposed amendment relates to the definition section for the benefit year, or the “12-month period,” the method used to determine the 12 workweeks of leave entitlement. Federal law permits an employer to select one of four methods in defining the benefit year for this benefit. Staff propose to amend the FMLA policy benefit year from a 12-month period <i>measured-forward</i>, to a 12-month period <i>measured backward</i> from the date an employee uses any FMLA leave.</p> <p>The reason for this change is to align the FMLA leave benefit with the new MN Paid Leave (MPL) benefit. Our MPL carrier (MetLife) is utilizing the 12-month measured backward method. Aligning the FMLA and MPL 12-month period definitions will serve to allow concurrent designation of leaves, proper administration of leave entitlements, more consistent job protection periods, and will remove the risk of overlapping or “stacking” of leave benefits.</p> <p>In accordance with the federal FMLA law, Employers are required to provide employees with 60-days advance notice of this change. Human Resources will provide notice to employees. If approved, the policy amendment will become effective on 01/10/2026.</p> <p>Additional amendments to this policy may be recommended at a later date to best align the two FMLA and MPL benefits; however, due to the 60-day notice requirement under federal law for this amendment (definition of the 12-month period), it is important that this policy amendment is approved as soon as possible. Other amendments to the FMLA policy will not be required to comply with this 60-day advance notice requirement.</p>
<b>Fiscal Impact:</b>	None
<b>Alternative/ Variations:</b>	<p>None recommended. If the City uses different 12-month methods for MN Paid Leave and FMLA, it will create significant compliance, tracking, and employee-relation issues.</p> <p>If the Council desires additional discussion on this amendment, Staff will schedule a Personnel Committee meeting.</p>
<b>Recommendations:</b>	To approve amendment of the Personnel Policy manual.