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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA TETZALFF, CITY ADMINISTRATOR
FROM: ROBIN PIKAL, FINANCE DIRECTOR
SUBJECT: PROPOSED HANDBOOK UPDATE – FMLA LANGUAGE
DATE: OCTOBER 15, 2025

To align with the new MN Paid Leave program effective January 1, 2026, we are proposing a revision to the FMLA calendar within the current employee handbook. The proposed change will have the FMLA calendar be a rolling forward 12-month period. By aligning these calendars, it will allow for easier tracking and program administration for the City and its employees. Employees will be provided notice of this change by October 31, 2025 and the change will take effective January 1, 2026. Additional handbook updates and an MN Paid Leave policy will be brought for review and approval at the City Council meeting on November 3rd.

Recommendation

Staff recommends approval of the FMLA calendar update within the employee handbook, with the change effective January 1, 2026.