

AEOA

Minnesota Paid Leave Procedure:

Minnesota Paid Leave is a state mandated policy effective on January 1, 2026. This program is governed by Minnesota Department of Employment and Economic Development or DEED. Direct information can be found at <http://pl.mn.gov>

AEOA is subject to this program. Employees may qualify for leave payments under certain medical or family circumstances. MN Paid Leave will run concurrently with FMLA or Minnesota Parental Leave, where applicable.

Under state law, employees are automatically enrolled in the program and cannot opt out. However, it is the employee's choice whether to apply for Paid Leave if they experience a qualifying condition.

Employees are required to notify AEOA when they plan to apply for MN Paid Leave Payments. Application for Minnesota Paid Leave can be done through the State website: **paidleave.mn.gov**. AEOA does not decide who receives MN Paid Leave or how much payments will be.

Qualifying Events To Qualify for Paid Leave under the policy:

1. You must have a qualifying medical or family event, which include:
 - a. Medical Leave: Caring for your own serious health condition, including but not limited to pregnancy, childbirth, and recovery. Medical provider verification required.
 - b. Bonding Leave: Welcoming and bonding with a new child through birth, adoption, or foster placement. Medical provider or DHS verification required.
 - c. Caring Leave: Caring for a family member with a serious health condition. Medical provider verification required.
 - d. Military Family Leave: Supporting a family member's active-duty service. Official documentation required.
 - e. Safety Leave: Safety concerns due to domestic violence, sexual assault, or stalking of yourself or a family member. Official documentation required.
2. You have not used all the leave available to you for the year. (Combined 20 weeks for all leave).

Minnesota Paid Leave may be used for up to 12 weeks of medical leave and up to 12 weeks of family leave. Employees may not take more than a combined total of 20 weeks of Paid

Leave in one benefit year. A benefit year for this policy is rolling and begins on the first day of your leave.

Bonding leave for the birth, adoption, or placement of a foster child begins at a time requested by the employee. Bonding leave must end within 12 months of the birth, adoption, or placement of a foster child, except that, in the case where the child must remain in the hospital longer than the birthing parent, the leave must end within 12 months after the child leaves the hospital. Employees may also use bonding leave before the actual placement or adoption of a child in situations that include but are not limited to where the employee may be required to: attend counseling sessions; appear in court; consult with the attorney or doctors representing the birth parent; submit to a physical examination; or travel to another country to complete an adoption.

Definition of Family Member

For the purposes of this policy, “family member” is defined as the following:

1. Spouse or domestic partner
2. Child, including biological, adopted, foster, step, child of domestic partner, or one of whom you have guardianship or custody or with respect to whom an employee otherwise acts as the parent.
3. Parent, including biological, adoptive, foster, step, in-law, or one who had guardianship or custody of the employee as a child, or who otherwise acted as the parent to the employee as a child.
4. Sibling
5. Grandchild
6. Grandparent, including in-law
7. Son/daughter in-law
8. An individual who has a personal relationship with the employee that creates an expectation of reliance for the employee’s care without compensation, whether or not they live together.

Agency Resources

Minnesota Paid Leave information is posted in each of the agency's facilities. Through the AEOA website, Employee Portal, employees can access additional information, FAQs, and helpful links pertaining to MN Paid Leave.

Procedure

The procedure for accessing Minnesota Paid Leave begins with the leave paperwork. Whether a leave qualifies for FMLA or not, the same process will apply.

Step 1: Notify Human Resources of your intention to take leave, complete the Notification Form located on the website, employee portal.

Step 2: Return the completed documents to Human Resources and notify your supervisor.

Step 3: Go to STATE WEBSITE and then Apply for Paid Leave. Follow the steps to apply for payments under this policy. Reminder: AEOA does not make eligibility or payment decisions.

Step 4: Take your leave. Notify HR if your return date changes.

Paid Leave Premiums & Payments

Paid Leave premiums are calculated as a percentage of the total salary paid from the previous year. This amount is dictated by the Minnesota Paid Leave and Unemployment Insurance services offices.

Payment amounts from Paid Leave are based on a sliding scale. The higher your wages, the lower the percentage you will receive from Minnesota Paid Leave.

Notice of Leave

If an employee's need for Paid Leave is foreseeable, they must give AEOA at least 30 days' prior written notice. If this is not possible, the employee must at least give notice as soon as practicable (the same or next day after learning of their need for leave, unless the need for leave is based on a medical emergency). If the employee was required to provide at least 30 days' notice of foreseeable leave but fails to do so, AEOA reserves the right to request an explanation of the reasons why notice was not practicable.

When giving notice of the need for Paid Leave, the employee should also provide anticipated timing and duration of leave. The employee is responsible for notifying AEOA if the leave dates change or if they need to request an extension. If an employee is requesting intermittent Paid Leave, they should provide AEOA with a schedule of needed workdays off

as soon as practicable and must make a reasonable effort to schedule the intermittent leave so as not to disrupt unduly the operations of AEOA. However, if this cannot be done to the satisfaction of both AEOA and the employee, AEOA will not require the employee to change their leave schedule in order to accommodate the Company's operations.

Additionally, if an employee is planning a medical treatment or a series of treatments or is taking military caregiver leave, they should consult with AEOA first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and AEOA. However, if this cannot be done to the satisfaction of both AEOA and the employee, AEOA will not require the employee to change their leave schedule in order to accommodate AEOA's operations.

Certification of Need for Leave

Each leave requires certification from a health care provider or service provider to be submitted to the state (MN DEED). AEOA may require the employee to provide a copy of the certification they submitted to MN DEED in connection with the employee's request for Paid Leave.

Other Leaves and Paid Time Off

Your leave under Paid Leave will run concurrently with any other unpaid leave for which you are eligible for the same qualifying reason (e.g., FMLA, Minnesota Parental Leave) to the maximum extent permitted by applicable law.

Employees may choose to use accrued, unused PTO or ESST hours, if applicable, in lieu of Paid Leave benefits. If an employee later applies for Paid Leave, the amount of time taken for the Paid Leave-qualifying reason that was fully paid by AEOA as substitution benefits will be reported to the state and count toward Paid Leave entitlement. Time may be requested on your timecard in the same process it is done as an active employee.

Employees may also choose to use available PTO, ESST, or short term disability to supplement their Paid Leave benefit while on Paid Leave. If employees choose to do so, this paid time will run concurrently with Paid Leave. In no event may the employee's pay exceed what the employee would receive if actively working. If the total amount of these paid benefits exceed the employee's usual salary, the employee must refund the excess.

Intermittent Leave

Employees may be approved to take Paid Leave intermittently up to 480 hours per benefit year. Approval to take any additional available leave intermittently (in lieu of continuously) will be determined by the Company depending on the needs of business operations.

Medical and Other Benefits While on Paid Leave

During approved Paid Leave, AEOA will maintain employees' health benefits as if they continued to be actively employed. However, employees must continue to pay their share of any premiums under such health benefits.

Return to Work

Employees must notify AEOA when they intend to return to work following their leave. AEOA will make every effort, consistent with applicable law, to reinstate you to the same or equivalent position as your position with the Company preceding your Paid Leave.

Retaliation

AEOA and its employees are prohibited from engaging in any type of retaliation or discrimination against any employee who exercises their right to take a leave of absence under this policy. Violating this policy will result in disciplinary action. If you are concerned or have questions, please contact Cathy Pazzelli, Human Resources Director.