



Employee Notice – Minnesota Paid Family & Medical Leave (PFML)

Beginning January 1, 2026, Minnesota employees will be covered by the Paid Family & Medical Leave (PFML) program. This notice explains your rights, benefits, and protections under the law.

Your Rights Under PFML

- Up to 12 weeks of Medical Leave for your own serious health condition.
- Up to 12 weeks of Family Leave for bonding with a new child, caring for a family member, or safety leave.
- A maximum of 20 weeks of PFML in a single benefit year.
- Job protection after 90 calendar days of employment.
- Continuation of health insurance during your leave.

Pay During Leave

- You may receive partial wage replacement (between ~55% and 90% of your wages, depending on income level).
- Maximum weekly benefit amount is set by the state each year.
- Benefits are paid directly through the State of Minnesota's PFML program.

How to Apply

- Apply online through the Minnesota PFML Employee Portal:
<https://paidleave.mn.gov>
- Provide required documentation (such as medical certification, birth/adoption paperwork, or safety documentation).
- Notify the Human Resources Department at least 30 days in advance for foreseeable leave, or as soon as practicable for unexpected leave.

Protection From Retaliation

- You cannot be disciplined, terminated, or retaliated against for requesting or using PFML benefits.

Questions?

- Visit the Minnesota Paid Leave website: <https://paidleave.mn.gov>
- Contact Trillium Services at 218-722-5009 ext. 119 for employer-related questions.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of wages up to the cap set by Social Security's Old-Age, Survivors, and Disability Insurance program (currently \$176,000). Your employer may deduct up to 0.44% of your wages to fund your portion of the premium. This total premium covers both Medical Leave (0.61%) and Family Leave (0.27%).

Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

Your premium contributions are:

Medical Leave	Total Medical Leave Premium: 0.61%			
	Trillium Services, Inc.	will contribute	.305%	of the Medical Leave contribution
		and the remaining	.305%	will be deducted from your wages
Family Leave	Total Family Leave Premium: 0.27%			
	Trillium Services, Inc.	will contribute	.135%	of the Family Leave contribution
		and the remaining	.135%	will be deducted from your wages
Total deducted from your wages			.44%	

Employer Information:

Employer Name:	Trillium Services, Inc.
Mailing Address:	4629 Airpark Blvd, Duluth, MN 55811
Employer Identification Number (FEIN):	41-1971245

Employee Acknowledgement:

<input type="checkbox"/>	I acknowledge receipt of this notification
Name	
Signature	
Date	



Employee Instructions – Minnesota Paid Family & Medical Leave (PFML)

Starting January 1, 2026, Minnesota employees will be able to apply for and track their Paid Family & Medical Leave (PFML) benefits through the Department of Employment and Economic Development (DEED). Below are step-by-step instructions for checking your available PFML balance and applying for leave.

1. How to Check Your PFML Balance

You can view your PFML leave balance online through the Minnesota Paid Leave portal:

- Go to the Minnesota Paid Leave website: <https://paidleave.mn.gov>
- Click on the Employee Portal login link.
- Log in using your state-assigned credentials (you may need to create an account the first time).
- Once logged in, navigate to 'My Benefits' → 'Leave Balance'.
- Your available weeks of PFML (medical and family) will be displayed, along with your benefit year start and end dates.

2. How to Apply for PFML Benefits

Employees apply directly with DEED for PFML benefits. Follow these steps:

- Go to <https://paidleave.mn.gov> and log into the Employee Portal.
- Select 'Apply for Benefits' from the dashboard.
- Choose the type of leave you are applying for (Medical Leave, Family Leave, Safety Leave, Bonding).
- Complete the online application, including the reason for leave and anticipated start/end dates.
- Upload required documentation (for example: healthcare provider certification, birth/adoption paperwork, or safety documentation).
- Submit your application. You will receive a confirmation number and DEED will notify you of approval or requests for more information.
- Notify the Human Resources Department of your PFML request, providing as much advance notice as possible (at least 30 days for foreseeable leave).

3. Important Reminders

- You may take up to 12 weeks of Medical Leave and 12 weeks of Family Leave in a benefit year, but no more than 20 weeks total.
- Your job is protected after 90 calendar days of employment.
- Your employer must continue health insurance during your leave, as if you were actively working.
- You cannot be retaliated against for requesting or taking PFML.
- PFML may run concurrently with other leave such as FMLA or employer-provided PTO – check with HR for coordination details.

MINNESOTA PAID LEAVE

Effective January 1, 2026

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

What can I use Paid Leave for?

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- **Bonding Leave** – to care for and bond with a new child welcomed 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 family member called to active duty
- **Safety Leave** – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Generally, conditions must last more than seven days and be certified by a healthcare provider or other professional.

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

How long can I take leave?

You may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total.

How much will I get paid?

When you use Paid Leave, the state makes payments to you. Paid Leave will pay up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year, and is \$1,423 for the start of Paid Leave in 2026.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of covered wages. Your employer may deduct up to 0.44% of your wages to fund your portion of the premium.

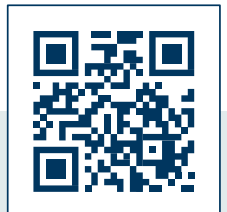
What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance premiums while you are on leave.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website.

If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

LEARN MORE: paidleave.mn.gov



This information can be provided in alternative formats to people with disabilities or people needing language assistance by calling the Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll-free).

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PAID LEAVE



Comparison of Earned Sick and Safe Time and Paid Leave

	Earned Sick and Safe Time	Paid Leave
Purpose	Allow for accrual and use of paid time off and provide job protections for employees who are unable to work due to a qualifying reason.	Provide job protections and partial wage replacement for individuals unable to work due to a qualifying condition lasting at least seven days.
Program start date	Jan. 1, 2024 (in effect).	Jan. 1, 2026.
Qualifying reasons	<p>Medical: employee's mental or physical illness, treatment or preventive care</p> <p>Caring: family member's mental or physical illness, treatment or preventive care</p> <p>Safety: domestic assault, sexual abuse or stalking</p> <p>Closings: employee's workplace or their family member's school or place of care closes due to weather or a public emergency</p> <p>Communicable disease: when an employee or a family member is at risk of infecting others with a communicable disease</p> <p>Bereavement: arrange or attend a funeral or memorial or address financial or legal matters that arise after the death of a family.</p>	<p>Medical: employee's mental or physical illness, treatment</p> <p>Caring: family member's mental or physical illness, treatment</p> <p>Safety: domestic assault, sexual abuse or stalking</p> <p>Parental leave: bond with a new child after birth, foster or adoption</p> <p>Active duty: family member on active duty or notified of impending order</p> <p>A health care provider or designated professional must certify the need for leave</p>
Covered employers	Nearly all Minnesota employers, regardless of business size or number of employees.	Nearly all Minnesota employers, regardless of business size or number of employees.
Covered employees	Employees who have worked at least 80 hours in a year for an employer in Minnesota.	Employees who have earned at least 5.3% of the statewide average annual wage (about \$3,600 in 2023) in the past year.
Who is not required to participate?	The law has limited exceptions. Visit sickleave.mn.gov for details.	Independent contractors, federal employees, self-employed individuals, and designated seasonal hospitality employees who work fewer than 150 days.
Amount of leave each year	An employee earns one hour for every 30 hours worked and can earn up to 48 hours each year. Employers can choose to provide a more generous sick and safe time policy.	In a benefit year, an employee is eligible for a maximum of 12 weeks of family leave, 12 weeks of medical leave, or a combination of the two not exceeding 20 weeks.
Payment during a leave	An employee is paid by their employer at their base rate when they take earned sick and safe time; these funds come directly from the employer.	An employee is paid a benefit by the state following an application and verification of eligibility. The Paid Leave program will be funded through employer and employee premiums starting in 2026.
Where to go for more information	sickleave.mn.gov	paidleave.mn.gov



To receive updates about the Minnesota Paid Leave program, visit our website and sign up to receive email notifications.