

MINNESOTA PAID LEAVE EMPLOYER COMPLIANCE CHECKLIST



NORTH RISK
PARTNERS®



Set up your accounts online

- Employer Account at uimn.org (either a Joint/UI Paid Leave Account or a Paid Leave Only Account)
- Paid Leave Administrator Account at paidleave.mn.gov



Designate a Paid Leave Administrator

- Select a Paid Leave Administrator in your Employer Account



Notify your employees

- Notify your employees with the required workplace poster and individual written employee notices. The template posters and notices are available [here](#).



Decide annual premium split

- Decide how the company will split the annual premium rate of 0.88% with employees (or 0.66% for small employers)



Update employee handbook

Update your employee handbook to include a Paid Leave policy.

- Ensure your policy tells employees how they should notify the company if they need to take Paid Leave
- Clarify whether your offer includes supplemental benefits
- Create your intermittent leave policy—decide the increment use requirements and decide how much leave can be taken intermittently after 480 hours
- Decide whether Paid Leave must be used concurrently with FMLA Leave and MN Parenting and Pregnancy Leave



Train HR & management

- Train human resources and management staff on Paid Leave to ensure compliance.



Align other policies with the Paid Leave policy

- Ensure the other policies in the handbook align with your Paid Leave policy, such as PTO, ESST, vacation time, FMLA Leave, and Minnesota Parenting and Pregnancy Leave.



Prepare for wage reports

- Prepare to start submitting wage detail reports and begin employee wage deductions. The next wage report and the first premium payments are due on April 1, 2026.



Sign up to receive email updates

- [Sign up](#) to receive email updates from the Paid Leave Division to stay up to date on any new and ongoing employer responsibilities.

Questions? Contact Wagner, Falconer & Judd

North Risk Partners clients can reach out for help anytime.

- Submit questions through the **Compliance Center Portal**
- Or contact the team directly via the **Value-Added Services Hotline**

If you do not have access to the Compliance Center and contact WFJ using the hotline, you will be enrolled so you have portal access moving forward.

Value-Added Services Hotline

Phone: **(888) 667-4135**

Email: hr@northriskpartners.com