

MINNESOTA

Minnesota Releases Sample PFML Notices

Provided to you by Employco USA, Inc.

Important Dates

Oct. 31, 2024

Quarterly wage detail reporting from employers began.

Dec. 1, 2025

Employers must display workplace posters and provide additional notification to employees.

Jan. 1, 2026

Paid Leave contributions and benefits begin.

The Minnesota Department of Employment and Economic Development has published sample notices for employer use on the [website](#) for Paid Leave Minnesota, the state paid family and medical leave program that begins Jan. 1, 2026. Newly available notices include the notice to employees, the equivalent plan notice and the equivalent plan poster. The website also contains the regular Paid Leave workplace poster, which was released previously.

Paid Leave Notice for Employees

The Paid Leave law requires employers to display a workplace [poster](#) about the program by Dec. 1, 2025. In addition, employers must provide each employee with a [notice](#) containing specific information about their right to the leave within 30 days from the start of their employment or 30 days before premium collection begins. For existing employees, this deadline is also Dec. 1, 2025. The notice must be in the employee's native language, although to date, sample notices and posters have only been made available in English.

The employee notices must be acknowledged by the employee in writing or electronically. They may be provided electronically if the employer provides access to a computer during the employee's regular working hours so the employee can review and print the notice.

Equivalent Plan Poster and Notice

The department has also published a required workplace [poster](#) and sample employee [notice](#) for employers that will be using approved equivalent plans in lieu of the state paid leave plan.

Minnesota Paid Leave

Virtually all Minnesota employers are covered by Paid Leave, which will provide up to 20 weeks of paid, job-protected family and medical leave for eligible employees, beginning Jan. 1.

Funding for the program is split evenly between employers and employees, starting Jan. 1, with the first quarterly premium due from employers April 30, 2026. Quarterly wage reporting began Oct. 31, 2024.

Employers must display a workplace poster and notify employees about Paid Leave by Dec. 1.