

Midwest Indigenous Immersion Network

Paid Family and Medical Leave

Employees are eligible for the paid family and medical leave benefits set forth in the Minnesota Paid Family and Medical Leave (“PFML”) law, effective January 1, 2026. Employees are considered “Minnesota-based” under this Policy if they spend 50 percent or more of their working time in Minnesota over the course of a year, or if they live in Minnesota but do not work 50 percent or more of the year in any particular state.

- **Qualifying Reasons**

Eligible employees may take PFML leave and receive benefits from the State of Minnesota for any or all of the reasons (“PFML” eligible reasons) allowable under the Minnesota PFML law, including family leave, medical leave, and safety leave, as defined below.

- **Family Leave** applies when welcoming a new child or caring for a family member, including the following:
 - To bond with a new child within the first 12 months after the child’s birth, adoption, or foster care placement
 - To care for a covered family member with a serious health condition as defined below
 - To address qualifying exigencies (including, but not limited to, caregiving, making financial or legal arrangements, or attending military events) arising from a family member’s active-duty military service
 - To provide care for a family member who is a covered service member with a serious injury or illness
- **Medical Leave** applies to the employee’s own serious health condition that involves inpatient care or continuing treatment or supervision by a health care provider, including the following:
 - Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity;
 - Continuing treatment or supervision by a health care provider that includes any one or more of the following:
 - A period of incapacity of seven or more days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either of the following:
 - Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances beyond the employee’s control prevent a follow-up visit from occurring as planned, by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider; or

- Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider
- A period of incapacity due to medical care related to pregnancy;
- A period of incapacity or treatment for a chronic health condition that:
 - requires periodic visits, defined as at least twice a year, for treatment by a health care provider or under orders of, or on referral by, a health care provider;
 - continues over an extended period of time, including recurring episodes of a single underlying condition; and
 - may cause episodic rather than continuing periods of incapacity
- A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective, and during which a health care provider provides continuing supervision; or
- A period of absence to receive multiple treatments, including any period of recovery from the treatments, by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, for either of the following:
 - Restorative surgery after an accident or other injury; or
 - A condition that would likely result in a period of incapacity of more than seven full calendar days in the absence of medical intervention or treatment
- **Safety Leave** applies to reasons related to domestic abuse, sexual assault, or stalking affecting the employee or the employee's covered family member, including time needed to do the following:
 - Seek medical attention related to the physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Seek relocation due to the domestic abuse, sexual assault, or stalking; or
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to, or resulting from, the domestic abuse, sexual assault, or stalking

- **Covered Family Members**

Covered family members for purposes of family or safety leave including the following:

- A spouse or domestic partner of the employee;
- A child, including a biological child, adopted child, foster child, stepchild, child of a domestic partner, or child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto custodian;

- A parent or legal guardian of the employee (biological, adoptive, de facto custodian, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis to an employee when the employee was a child);
- A sibling of the employee;
- A grandchild of the employee;
- A grandparent of the employee or of the employee's spouse;
- A son-in-law or daughter-in-law of the employee; or
- An individual who has a personal relationship with the employee that creates an expectation and reliance that the employee care for the individual without compensation, whether or not the employee and the individual reside together.

- **Duration of Leave**

Eligible employees may receive up to 20 weeks of PFML leave and benefits within a 52-week period. The maximum duration of leave and benefits period for each type of qualifying reason is as follows:

- Family Leave: up to 12 weeks
- Medical Leave: up to 12 weeks
- Safety Leave: up to 12 weeks

Paid leave is available for up to 20 weeks, but employees may take only 12 weeks of a specific type of leave within a single benefit year.

- **Intermittent Leave**

Leave may be taken intermittently after the employee has at least eight hours of approved leave time. Employees should provide a schedule of needed time off as soon as practicable before applying for leave and benefits and make a reasonable effort to schedule intermittent leave so as not to be unduly disruptive to operations.

Employees requesting intermittent leave for a serious health condition for themselves or a family member must provide certification explaining how such leave is medically beneficial to the individual with the serious health condition and include the health care provider's reasonable estimate of frequency and duration of leave. Under this policy, MIIN does not provide more than 480 hours of intermittent leave in any 12-month period.

Employees seeking to change an approved intermittent leave schedule including, but not limited to, a different intermittent schedule or a continuous leave, must make the request for a change no less than 14 days, or as soon as practicable, prior to the requested change, and provide all information as required by the State of Minnesota to substantiate the need for the change.

- **Applying for Leave and Benefits**

Employees applying for leave and benefits must initiate the following three-step process:

1. Provide notice to MIIN by contacting the Director of Operations

- Eligible employees who need to use PFML must provide at least 30 days' notice for foreseeable leave, such as the birth or adoption of a child or planned medical treatment. For unforeseeable leave, employees must provide notice as soon as practicable. Employees seeking to extend their leave of absence after the approved leave period ends or change to an intermittent leave schedule must make the request for an extension no fewer than 14 days, or as soon as practicable, prior to the expiration of the original approved leave period or requested change, and provide all information as required by the State of Minnesota to substantiate the need for the extension.

2. Apply with the State of Minnesota

- Visit the Minnesota Paid Leave Program website at www.paidleave.mn.gov to start an application
- During the process, employees are responsible for verifying that they have informed MIIN of their application

3. Provide documentation to MIIN

- Employees must also provide documentation to support the need for leave, such as medical certification or documentation of a qualifying exigency. Once the employee contacts the Director of Operations to initiate the benefits application, they will receive more information about the documentation required. Employees are responsible for completing any requested documentation and providing notice.
- If any employee provides false or misleading information in connection with a PFML request, such actions can lead to disciplinary action up to and including termination of employment.

• Wage Replacement Benefit Payments

Employees who successfully complete an application with the Minnesota Paid Leave Program will receive partial wage replacement paid directly from the State of Minnesota. Wage replacement benefits are subject to an overall maximum weekly benefit, adjusted on an annual basis. Wage replacement benefits are prorated when PFML leave is taken intermittently.

Employees should contact the Minnesota Paid Leave Program, www.paidleave.mn.gov, for questions regarding payment of benefits. Employees should contact the Director of Operations for questions regarding their leave.

• Payroll Contributions

The State of Minnesota sets PFML premium rates on an annual basis and collects payments on all employee wages. Pursuant to State law, wages are subject to PFML premiums regardless of an

employee's anticipated use of the program. MIIN will evenly divide the premium payment with employees, subject to applicable law.

Effective January 1, 2026, MIIN will collect one-half of the premium payment from all employees via a payroll deduction, subject to applicable law. The premium rate may be adjusted by the State of Minnesota on an annual basis, subject to maximum weekly contributions.

- **Effect on Other Rights and Policies**

MIIN may provide other forms of leave and benefits for employees. In certain situations, leave under this policy may run concurrently as leave available under another federal, state, or municipal law, provided eligibility requirements for that law are met. Consistent with applicable law, PFML wage replacement payments will replace or offset payments available under any other MIIN policy or plan. Employees should contact the Director of Operations for details regarding other Federal or State family and medical leave rights.

Employees are not required to exhaust accrued paid time off before or while taking leave or benefits under this policy. Accrued paid time off benefits stop accruing during an unpaid leave of absence under this policy, unless otherwise required by law.

- **Benefits Continuation**

Employees who take PFML are entitled to continuation of their current medical, dental, life, vision, and/or prescription drug benefits programs during their leave if they continue to pay benefit premiums in a timely manner. Continuation of benefits may be available under other benefits programs as well in accordance with the terms of the summary plan description or other documents governing those programs.

- **Returning to Work**

- Employees who take PFML and have worked for MIIN for 90 calendar days are entitled to job protection during their leave and upon return from leave, and MIIN will return an employee to their same or similar position and at the same rate of pay held prior to the PFML leave of absence, consistent with applicable law. If an employee does not return to work on the originally scheduled return date or fails to provide appropriate medical documentation in support of an extension request, the employee may be deemed to have voluntarily resigned employment with MIIN.
- If an employee is unable to return to their previous position (with or without reasonable accommodation) at the end of the PFML leave of absence, MIIN will consider whether additional leave or some other accommodation may be appropriate or reasonable on a case-by-case basis.
- PFML wage replacement benefits are not a vested benefit. Any unused leave benefits under this policy will expire and will not be paid out in cash, credited

to another time off balance, or paid out upon termination of employment, as unused PFML benefits are not an earned wage under any applicable law.

- **Retaliation Prohibited**

Retaliation against an employee's legitimate request or use of leave for reasons authorized under the PFML is strictly prohibited by law.

- **Policy Review and Amendments**

This policy will be reviewed periodically and may be amended to ensure compliance with applicable laws and regulations. This policy may be modified or eliminated without prior notice. This policy (or any specific provision of this policy) does not create a contract or guarantee a term or condition of employment between an employee and MIIN.