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# 2023 Employee Time Off

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Workforce Summit  
Granite Falls  
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# Overview

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- Major changes
- Two new leave types added
- Small employer safeguards removed
- Greatest impact is aggregate
- Staffing will be primary burden

# Today

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- Review laws
  - Eligibility, leave length, uses, pay
  - Overlap
- Identify risks
- Next steps

# Issues

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- ALL apply to ALL employers and employees
- All (but one) effective now/ 2024
- Time off starts day one
- Uses are family/ medical
- Overlap with federal FMLA and employer PTO
- Now only federal laws protect small employers

# MINNESOTA TIME OFF

	2023												2024											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>PARENTING LEAVE START</b>	▶ Day One - 7.1.23																							
<b>PARENTING LEAVE SPAN</b>	All Employers												NEW											
<b>ACCOMMODATIONS SPAN</b>													Previously 21 employees/ 1 year											
<b>ESST START</b>	▶ Day One 1.1.24												NEW											
<b>ESST LEAVE SPAN</b>	All Employers																							
<b>DISABILITY START</b>	▶ Pre-employment																							
<b>ACCOMMODATIONS SPAN</b>	Applicants and Employers - 1990																							
<b>PFML START</b>	▶ Day One 1.1.26												NEW											
<b>PFML LEAVE SPAN</b>	All Employers																							
<b>FMLA START</b>													▶ 12 months - 1994											
<b>FMLA LEAVE SPAN</b>													50 Employees											

# ESST and PTO

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- ESST may be part of PTO
- PTO must be equal to ESST
  - Every employee
  - Every hour worked
  - Carryover at least 80 hours
  - All ESST purposes
- ESST reported on pay stubs – PTO suffices
- “Go To” source: [DOLI](#)

# Employer Notices

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- Requirements vary
  - Written, posted, handbook
  - At employment start or later
- Sample notices
- “Go To” source: [DOLI](#)

# Records

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- Leave accrual, use, coordination
- Upon request - employees and government
- ESST, PFML on Wage Theft Notice
- ESST, PFML – used, accrued, available – on pay stubs
- PFML – first quarterly wage detail due to DEED – 7.1.24
- PFML - quarterly premium payments due to DEED - 1.1.26



# Risks

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- Staffing
  - Too many employees on leave
  - Inadequate notice of leave
  - New employees on leave
  - Interrupted training
- Inaccurate leave management
- Inaccurate leave coordination
- Inaccurate record keeping - paystubs
- Government bugs – especially PFML

# To Do

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- Update handbook
- Harmonize ESST, PTO, Parenting, FMLA
- Add ESST, PFML to wage theft notice
- Distribute notices – use DOLI samples
- Tighten hiring/ onboarding
- Tighten absence notice policies
- Update record keeping – including pay stubs, PFML reports