

Employer Paid Leave Deadlines and Preparation Checklist



Task	Deadline
Assess, Estimate, and Budget for 2026 Costs	ASAP
Determine Whether You Will Utilize State Plan, Private Insurance or Self-insured Plan	ASAP
Set Up Your UI Account	ASAP
Designate and Train Your Paid Leave Administrator(s) (PLA)	ASAP
PLA To Do List: <ol style="list-style-type: none"> 1. Set Up Paid Leave Account 2. Develop a Notice Policy/Process 3. Prepare a Process for Tracking Employee Leave 4. Review and Evaluate Existing Disability and Time Off Plans, Private Plan Options, and How They Will Interact with MN Paid Leave 5. Develop Internal Workflows and Communication Plans 6. Think About the Employee Experience to Anticipate Challenges 7. Basic Manager Training at a Minimum 	ASAP, Once PLA is Designated
Determine How You Will Allocate Tax Responsibility Between the Employer and Employee	Early 4th Qtr 2025
Make Decisions Regarding Paid Leave Policy Terms	Early 4th Qtr 2025
Ensure Intermittent Leave Policies, Time and Attendance Policies, and Any Other Leave Policies Are Reviewed	Early 4th Qtr 2025
Make Decisions Regarding Changes to Other Handbook Policies	Early 4th Qtr 2025
Post Employee Notice	No Later Than Dec. 1, 2025
Update Handbooks	No Later Than Dec. 31, 2025
Begin Payroll Deductions	Jan. 1, 2026
Train Managers	No Later Than First Quarter of 2026