

Minnesota Paid Leave: How to File a Claim



Start Here

If you need time away from work for a qualifying reason under Minnesota Paid Leave (MN PL), Madison National Life is here to help guide you through the process. File your claim as soon as you know you will need leave.

Planned/foreseeable leave

file up to 60 days in advance

Unexpected leave

file as soon as practicable

Step 1: Start Your Claim

You may start a claim using any of the options below:


Online (recommended)

File directly in the portal at alera.my.site.com (first, sign up) or via the online claim form at mnlpaidleave.com

By Phone

866-253-7201

Monday–Friday, 8:30 a.m. – 5:00 p.m. ET

 **Important:** Continue to follow your employer's normal call-in or attendance procedures when you are absent from work.

Step 2: Submit Required Documentation

After your claim is opened, you will receive a notice explaining what documentation is needed. In most cases, documentation is due within **15 calendar days**.

Using WH-380 Forms

If you already have a completed U.S. Department of Labor WH-380 form (Employee or Family Member version), you may submit it instead of the Minnesota certification form.

- Additional information or certification may be requested if needed to adjudicate your claim
- MN PL Certification forms will also be provided for your use, if your WH-380 forms are not available

Documentation Deadline

15 days

from claim opening

Step 3: Claim Review & Decision

Timeline



If Information Is Missing

- Notification if documentation is incomplete.
- Generally **7 days** to provide corrections.
- One 7-day extension may be requested before deadline.

7 days

to provide missing information