Moving From the State Plan to an Equivalent Private Plan

Employers planning to replace Minnesota's state Paid Leave program with an approved equivalent private plan effective **January 1, 2027**, must submit an **Equivalent Plan Substitution Request** by **November 15, 2026**.

Employers Must:

- Designate a Paid Leave Administrator and establish a Paid Leave Administrator account
- Submit an Equivalent Plan Substitution Request, including carrier, policy/plan number, effective dates, and the complete policy
  - » Minnesota Department of Employment and Economic Development (DEED) Equivalent Plan Substitution Instructions
    - Equivalent Plan Withdrawal Request (withdrawing a request from the state)
  - » Equivalent Plan Employee Notice Template
    - NIS will provide complete notices to all current NIS/MNL PFML clients
- Indicate whether the private plan replaces Family Leave, Medical Leave, or both
- Select an effective date on the first day of a quarter and maintain the plan for at least one year
- Certify compliance and pay the applicable fee:
  - » Fewer than 50 employees: $250
  - » 50–499 employees: $500
  - » 500+ employees: $1,000
- Generally, submit a separate request and fee for each FEIN. Employers with 15+ FEINs using the same plan may request DEED's consolidated process

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