

NYS Paid Family Leave

What is Paid Family Leave?

New York State Paid Family Leave (PFL) will provide New Yorkers job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service.

Eligibility

1. Full time employees: 20 or more hours per week, working 26 consecutive weeks
2. Part-time employees: less than 20 hours per week, working for 175 days

Benefit

For 2018 the benefit is 50% of your weekly wage, up to a maximum of \$652.96 (based on NYS avg weekly wage). The maximum length of the benefit is 8 weeks (or 40 days for an employee who normally works 5 days/week and takes the leave intermittently). This benefit will run concurrently with FMLA leave benefit.

Your job is protected while on PFL and your insurances remain the same, at the active employee rate.

Supplementing Leave Time & Covering Insurance Deductions

Once your claim is approved by Guardian you will begin receiving payments from Guardian (see above for benefit amt calculation) for PFL.

While receiving payments from Guardian you will not receive a paycheck from Le Moyne. Your insurances will continue throughout this period and payment for those premiums will be processed through double deductions prior to your leave (if planned) or immediately following (if the leave is unplanned).

For more detail see the **Employee Handbook** or go the NYS Paid Family Leave website:

<https://www.ny.gov/programs/new-york-state-paid-family-leave>

Questions?

Human Resources

315-445-4155

lemoynehr@lemoyne.edu

Guardian

1-800-268-2525

Guardian

How to File a PFL Claim

Step 1: Provide Notice.

Notify Human Resources 30 days prior to your leave, when practical.

Complete the appropriate NYS PFL form available from Guardian or on the Human Resources Benefits portal page. If your leave is unplanned, please notify Human Resources as soon as possible and complete the appropriate claim form.

Step 2: Obtain Supporting Information.

Obtain supporting documentation for a leave (i.e. birth certificate, military deployment certificate, etc) and submit with your claim form.

Step 3: Submit Your Form

Submit claim form, along with supporting documentation, to Guardian, which will process and pay or deny the claim within 18 days of receipt of completed claim.

Step 4: Plan for Deduction Continuation

Meet with HR to set-up double deductions of your insurance prior to your leave.