

# New York State Paid Family Leave (PFL)

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# Policy Statement

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Bond with the HPSOR\H H H during the first 12 months after the FKLOG ↑ for the first 12 months after the FKLOG ↑ V placement for adoption care with the employee.

Provide care for a family member with a serious illness. The definition of family member includes a

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required for eligibility. If you meet this criterion and wish to opt out, you can do so by completing a [PFL waiver](#). A waiver of family leave benefits may be filed when:

Your schedule is 20 hours or more per week, but you will not work 26 consecutive weeks.

Or

Your schedule is less than 20 hours per week, and you will not work 175 days in a 52 consecutive week period.

Please note that if you waive coverage:

The deduction will cease on the first payroll following receipt of your waiver form. Deductions already processed will not be refunded.

If you subsequently become eligible for New York PFL, you will be subject to retroactive premium payments from January 1st of the calendar year in which you became eligible.

## Applying for PFL

Employees are responsible for notifying Reliance Matrix and University Benefits Office if they intend to apply for PFL benefits. If the PFL request is foreseeable, the employee must provide the Pace with 30-GD\ V DG YD QFH QR WLFH VR WKH\ FDQ SODQ IRU WK Hot H P S O R foreseeable, the employee must notify the Pace as quickly as possible.

## Filing a Claim with the PFL Carrier

Once all forms and documentation have been completed, the employee sends the information directly to Reliance Matrix who reviews the claim. Reliance Matrix will reply within 18 days. If Reliance Matrix approves the claim, it is processed, and benefit payments begin. If the claim is denied, Reliance Matrix will provide the reason.

Employees can find more information about filing a claim by calling the New York State PFL toll-free helpline at (844) 337-6303.

## Interaction with Family Medical Leave Act (FMLA), Vacation Time and other State and Federal Laws

NYS Disability ~~±~~Since PFL is part of the disability law, eligible employees may not take more than a combined total of 26 weeks in any 52-week period. An H P S O R own illness is not covered under PFL.

Federal Family & Medical Leave Act ~~±~~For employers with 50 or more employees subject to FMLA and where the employee is eligible for both leaves, FMLA will run concurrently.



Employee must continue to pay required premiums.	continue to pay required premiums.
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Employees who are on both PFL and FMLA are required to use accrued vacation time in full-day increments. The time off will run concurrent to the leaves. Unaccrued vacation time may also be used. If the PFL is

# Contact and Legal Disclaimer

Pace University

Human Resources

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914-923-2730

## Legal Disclaimer

This policy is compiled using information published on NYSPaidFamilyLeave website and is designed to be a Pace University policy that reflects the regulations of the NYSPFL law. This policy may be amended periodically as determined by the University.

## Employee Frequently Asked Questions (FAQ)

When do I need to file a claim?

If you have a foreseeable situation, you must give 30-days advance notice so the University can plan for your absence. If the event was not foreseeable, you must notify Pace as quickly as possible. If you fail to do so without unusual circumstances justifying the failure, your PFL can be delayed or partially denied.

How will I be paid?

You will be paid by check directly by RelianceMatrix. You will not be paid the PFL benefit through Pace University.

When will I be paid?

Within 18 days of filing a complete claim for benefits, RelianceMatrix must pay you or deny the claim and provide an explanation of the denial.

Will I be able to take Paid Family Leave on an hourly basis?

No, PFL is only available in full day increments.



If I receive 8 weeks of Paid Family Leave benefits to bond with my newborn and then one of my parents becomes seriously ill later in