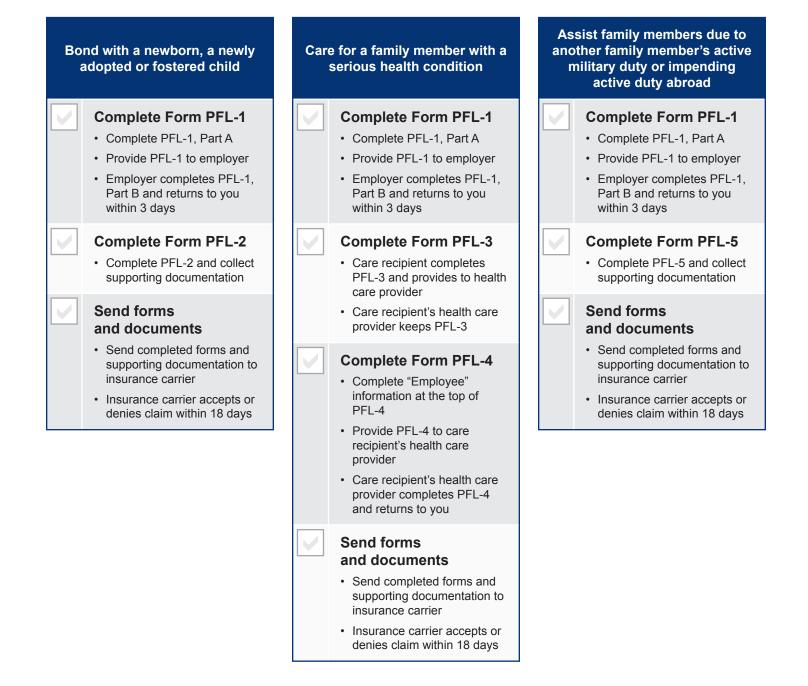
Applying For Paid Family Leave



To Use Paid Family Leave To:



Please keep a copy of all pages for your records.

Request For Paid Family Leave (Form PFL-1) Instructions

- To request PFL, the employee requesting PFL must complete Part A of the *Request For Paid Family Leave (Form PFL-1)*. All items on the form are required unless noted as optional. The employee then provides the form to the employer to complete Part B.
- The employer completes Part B of the *Request For Paid Family Leave (Form PFL-1)* and returns it to the employee within three days.
- Additional forms are required depending on the type of leave being requested. The employee requesting leave is responsible for the completion of these forms.
- The employee submits the completed *Request For Paid Family Leave (Form PFL-1)* with the required additional form to the employer's PFL insurance carrier listed on Part B of *Request For Paid Family Leave (Form PFL-1)*. The employee should retain a copy of each submitted form for their records.

PART A - EMPLOYEE INFORMATION (to be completed by the employee)

The employee requesting PFL must complete all required information.

Paid Family Leave (PFL) Request (to be completed by the employee)

Question 12: A child is defined as a biological, adopted, or foster son or daughter, a stepson or stepdaughter, a legal ward, a son or daughter of a domestic partner, or the person to whom the employee stands in loco parentis. A parent is defined as a biological, foster, or adoptive parent, parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

Questions 13: If dates are "Continuous", the employee must provide the start and end dates of the requested PFL. These dates should be the actual dates that the PFL will begin and end. If uncertain, estimate the start and end dates and indicate "Dates are estimated". If dates are "Periodic", enter the dates PFL will be taken. Please be as specific as possible. If the dates are unknown or estimated,

indicate "Dates are estimated".

If dates are estimated, the PFL carrier may require you to submit a request for payment **after** the PFL day is taken. Payment for approved claims will be due as soon as possible but in no event more than 18 days from the date of the completed request.

Question 14: If the employee is submitting the PFL request to their employer with less than 30 days' advance notice from the start date of the PFL, the employee must explain why 30 days' notice could not be given. If the explanation will not fit in the space provided on the form, enter "See Attached" and add an attachment with the explanation. Be sure to include the employee's full name and their date of birth at the top of the attachment.

Employment Information (to be completed by the employee)

Question 16: Enter the date of hire to the best of the employee's recollection. If it has been more than a year since the date of hire, entering the year in which employment started is sufficient.

Question 18: Enter the best estimate of average gross weekly wage. Include only the wages earned from the employer listed on this request form. The gross weekly wage is the total weekly pay - including overtime, tips, bonuses and commissions - before any deductions are made by the employer, such as federal and state taxes. If the employer is not able to supply this information, the employee can calculate their gross weekly wage as follows:

Step 1: Add all gross wages received (<u>before</u> any deductions) over the last eight weeks prior to the start of PFL, including overtime and tips earned. (*See Step 3 for instructions for calculating bonuses and/or commissions.*)

Step 2: Divide the gross wages calculated in step one by eight (or the number of weeks worked if less than eight) to calculate the average weekly wage.

Step 3: If the employee received bonuses and/or commissions during the 52 weeks preceding PFL, add

the prorated weekly amount to the average weekly wage. To determine the prorated weekly amount, add all bonuses/commissions earned in the preceding 52 weeks and then divide by 52.

Example of a gross weekly wage calculation:

Week 1 - Gross wage including overtime Week 2 - Gross wage Week 3 - Gross wage Week 4 - Gross wage Week 5 - Gross wage Week 6 - Gross wage Week 7 - Gross wage, including overtime Week 8 - Gross wage, including overtime	+	\$550 \$500 \$500 \$500 \$500 \$500 \$600 \$550
Total = Divide by 8	÷	\$4,200 8
Average Weekly Wage =	-	\$525
Bonus earned in preceding 52 weeks Divide by 52	÷	\$2,600 52
Prorated Weekly Bonus = Form PFL-1 Instructions continued on	n ne	\$50 ext page

If you need assistance, please call (844) 337-6303 www.ny.gov/PaidFamilyLeave

PART A - EMPLOYEE INFORMATION (to be completed by the employee) - continued from prior page

Form PFL-1 Instructions continued from prior page

Average Weekly Wage (including bonus) =		\$575
Prorated Weekly Bonus	+_	\$50
Average Weekly Wage		\$525

Average Weekly Wage (including bonus) =

Please note that the employer is also required to provide this information in Part B of the Request For Paid Family Leave (Form PFL-1).

If you are pre-submitting form: Indicate if the employee is pre-submitting their PFL request. Pre-submitting is defined as submitting the application in advance of an upcoming qualifying event, with certain required information missing due to the information being unknown at the time of the submitting. If pre-submitting is permitted by the carrier

or self-insured employer, the missing information must be supplied as soon as it is known. Benefits cannot be determined until all of the required information is provided.

The PFL insurance carrier or self-insured employer will provide the employee a notice within five days which 1) states the claim is pending; 2) identifies what information is missing; 3) instructs how to submit the missing information. Once all information is supplied, the PFL insurance carrier or self-insured employer has 18 days to pay or deny the claim.

If the carrier or self-insured employer does not permit presubmitting, the carrier or self-insured employer must return the Request for Paid Family Leave within five days to the employee with an explanation that the claim should be resubmitted when all information is available.

Employee signs and dates, before giving this form to their employer to complete Part B.

PART B - EMPLOYER INFORMATION (to be completed by the employer)

The employer of the employee requesting PFL must complete all information in Part B.

Question 2: If a Social Security Number is used for the Federal Employer Identification Number (FEIN), enter the Social Security Number.

Question 3: Enter the employer's Standard Industrial Classification (SIC) Code. Contact your carrier if you don't know your SIC code.

Question 8: The employee occupation code can be found at: www.bls.gov/soc/2010/soc alph.htm

Question 9: Enter the wages earned by the employee during the last eight weeks preceding the PFL start date. The gross amount paid is the employee's gross weekly pay, including any overtime and tips earned for that week, plus the weekly prorated amount of any bonus or commission received during the preceding 52 weeks. (For detailed steps, see Question 18 starting on page 1 of the instructions.) Calculate the gross average weekly wage by adding up the gross amounts paid, and then divide by eight (or number of weeks worked if less than eight).

Question 10: Failure to select "Yes" for requesting reimbursement from the insurance carrier, will result in a waiver of the right to reimbursement.

Question 11a: 'Disability' refers to NYS statutory required disability. If the answer is "none," enter a "0" for total weeks and days in Question 12b.

Question 11b: The maximum number of weeks available for NYS statutory disability and PFL in any 52 week period is 26 weeks. Specify the total number of weeks, as well as the number of additional days if the leave includes a partial week, taken for NYS statutory disability and PFL during the preceding 52 weeks.

Question 13, 14 & 15: Enter the Paid Family Leave or Disability/PFL insurance carrier's name, address and PFL policy number. If this employer is self-insured, enter the name and address of where the PFL request should be submitted for processing.

Affirmation employee is eligible for PFL: An employee who regularly works 20 hours or more per week must have been in employment for at least 26 consecutive weeks. An employee who regularly works less than 20 hours per week must have worked 175 days.

Employer signs and dates, and then returns to the employee requesting PFL within three business days.

Be sure to complete the appropriate additional PFL form(s) based on the type of PFL leave being requested.

Notification Pursuant to the New York Personal Privacy Protection Law (Public Officers Law Article 6-A) and the Federal Privacy Act of 1974 (5 USC 552a).

The Workers' Compensation Board's (Board's) authority to request that employees provide personal information, including their social security number or tax identification number, is derived from the Board's administrative authority under Workers' Compensation Law section 142. This information is collected to assist the Board in investigating and administering claims in the most expedient manner possible and to help it maintain accurate records. Providing your social security number or tax identification number to the Board is voluntary. The Board will protect the confidentiality of all personal information in its possession, disclosing it only in furtherance of its official duties and in accordance with applicable state and federal law.

Request For Paid Family Leave

(Form PFL-1)

INSTRUCTIONS INCLUDED WITH FORM

PART A - EMPLOYEE INFORMATION (to be completed by the employee)

Paid Family

Leave

YORK

ATE

1.	Employee's legal name (fire	st name, middle initial, last name)	Optional (for research purposes)		
2.	. Other last names, if any, under which employee has worked		 10. Employee's ethnicity/race For purposes of health demographic only. (U.S. Centers for Disease Control and Prevention (CDC) code set, version 1.0.) 		
3.	B. Employee's mailing address Street address		Is employee of Hispanic, Latino/a, or Spanish origin? (One or more categories may be selected.)		
	Slieel audress		Mexican		
			Mexican American		
	City, State		Chicano/a		
	Zip code	Country (if not U.S.A.)			
			Cuban		
4	Employee's Social Securit	v Number or TIN	Another Hispanic, Latino/a, or Spanish origin		
			Not of Hispanic, Latino/a, or Spanish origin		
			Unknown		
5.	Employee's date of birth (M	MM/DD/YYYY)	What is employee's race? (One or more categories may be selected.)		
			American Indian or Alaska Native		
6.	 6. Employee's primary telephone number ()		Black or African American		
			Asian Indian		
7.			Filipino		
8.	Employee's gender		Korean		
	Male Female Not designated/Other		Vietnamese		
			Other Asian		
9.	Employee's preferred lang	luage	White		
	English Español	Русский Polski	Native Hawaiian		
	□ 中文 □ Italiano	☐ Kreyòl ayisyen ☐ 한국어	Guamanian or Chamorro		
			Samoan		
			Other Pacific Islander		
			Other race		
Ρ	aid Family Leave (PFL) I	Request (to be completed by the e	mployee)		
11.	Reason for PFL request:	Bond with child Care for family me	ember Military qualifying event		
12	. The family member is em	ployee's:			
	Child Spouse D	omestic partner Parent Parent-in-	law Grandparent Grandchild		
			<i>— Form PFL-1 continued on next page</i>		



ORM PFL-1 - CONTINUE	D FROM PRIOR PAGE				
TO BE COMPLETED BY	Y THE EMPLOYEE				
Employee's name ((first name, middle initial, last name) Employee's date of birth (MM/DD/YYYY)				
PART A - EMPLO	YEE INFORMATION (to be completed by the employee) - continued from prior page				
Form PFL-1 continued	from prior page				
	r a continuous period of time and/or periodic?				
	PFL start date (MM/DD/YYYY) PFL end date (MM/DD/YYYY)				
Continuous	Image:				
	Identify dates periodic PFL will be taken:				
Periodic					
14. If providing les	ss than 30 day's advance notice to the employer, please explain:				
Employment Inf	formation (to be completed by the employee)				
15. Business name	e				
16. Employee's da	ate of hire (MM/DD/YYYY)				
17. Employee's wo	ork location				
Street address					
City, State	Zip code Country (if not U.S.A.)				
18. Employee's av	verage gross weekly wage (This data will be requested of both employee and employer)				
19. Employer's tele	ephone number for contact regarding this request () -				
20a. Does employe	ee have more than one employer? Yes No				
20h If yes is empl	Iovee taking PFL from the other employer? Yes No				
21. Is employee currently receiving Workers' Compensation Lost Wage Benefits?					
Disclosure statement: I	Information regarding PFL benefits received by the employee, such as payments received and types of leave, will be provided to the employer.				
Declaration and sig	gnature				
any materially false inform	gly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing mation, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, all also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.				
	quest for paid family leave benefits under the NYS Workers' Compensation Law. My signature affirms that the information I am curate to the best of my knowledge and belief.				
Employee's signature	Date signed (MM/DD/YYYY)				

I am submitting this form in advance (see instructions about pre-submitting). I understand the insurance carrier will contact me to advise how to submit the required missing information.

TO BE COMPLETED BY THE EMPLOYEE

Employee's name (first name, middle initial, last name)

Employee's date of birth (MM/DD/YYYY)

		1			1				
--	--	---	--	--	---	--	--	--	--

PA	PART B - EMPLOYER INFORMATION (to be completed by the employer)										
1.	Business's full legal name and mailing address Business name										
	Mailing address										
	City, State		Zip c	ode	Country (if not U.S.A.)						
2.	. Employer's FEIN										
3.	. Employer's Standard Industrial Classification (SIC) Code										
4.	Employer's contact name for questions related to PFL										
5.	5. Employer's contact telephone number () -										
6.	6. Employer's contact email address										
7.	7. Employee's date of hire (MM/DD/YYYY)										
8.	Employee	e's occupation Codes are available	at: <u>www.bls.gov/soc/2010/so</u>	oc alph.htm -							
9.	Enter the	last 8 weeks of gross wages fo	or the employee and c	alculate the average	gross weekly wage						
	Week no. Week ending date (MM/DD/YYYY) Number of days worked Gross amount paid										
	1										
	2										
	3										
	4										
5											
6											
	7										
	8										
		Calculated average gross we	ekly wage:								
10.	lf employ	ee received or will receive full wa	ges while on PFL, will e	mployer be requesting	reimbursement? Yes No Form PFL-1 continued on next page						

FORM PF	L-1 - CONTINUE	ED FROM PRIOR PAGE					
		Y THE EMPLOYEE (first name, middle initial,	last name)	Employee's date of bi	rth (MM/DD/YYYY)		
			ON (to be completed	by the employer) - contir	nued from prior page		
		<i>l from prior page</i> ng 52 weeks has the e	employee taken leave for	: NYS Disability PFI	Both Disability and PFL None		
11b.	Enter the tota	al number of weeks	and days taken for bo	th Disability and PFL in th	ne last 52 weeks:		
		Weeks	Please provide specific da	ates for Disability:			
	Disability:	Days					
Weeks Please provide specific dates for PFL:				ates for PFL:			
	PFL:	Days					
	12. Is the employee taking Family Medical Leave Act (FMLA) concurrently with PFL? Yes No						
	13. PFL insurance carrier's name and mailing address PFL insurance carrier's name SHELTERPOINT LIFE INSURANCE COMPANY						
1	Mailing address 1225 FRANKLIN AVENUE, STE 475						
(City, State GARDEN CIT	Y, NY		Zip code 11530	Country (if not U.S.A.)		
14. P	14. PFL insurance carrier's telephone number ($\begin{bmatrix} 8 & 0 & 0 \end{bmatrix}$) $\begin{bmatrix} 3 & 6 & 5 \end{bmatrix}$ - $\begin{bmatrix} 4 & 9 & 9 \end{bmatrix}$ 9						
15. F	PFL policy nu	mber					
		ployee regularly wo			employment for at least 26 k and has worked at least 175 days.		
any ma	aterially false info	rmation, or conceals for th	ne purpose of misleading, info	ormation concerning any fact mat	on for insurance or statement of claim containing erial thereto, commits a fraudulent insurance act, ralue of the claim for each such violation.		
		zed to sign as the employe ded is true and accurate.	er of the employee requesting	g PFL. My signature affirms that t	o the best of my knowledge and belief, the		
Employ	ver's authorized s	signature		Date signed (MM/DD/YYYY)			
Title				_			

Bonding Certification (Form PFL-2) Instructions

If the employee is requesting PFL to bond with a newborn, an adopted child or a foster child, the employee must submit the *Bonding Certification (Form PFL-2)* with the *Request For Paid Family Leave (Form PFL-1)*.

BONDING CERTIFICATION (to be completed by the employee)

The employee requesting PFL must complete all applicable requested information. Send completed forms and supporting documentation to insurance carrier.

If this form is being submitted in advance (pre-submitting) and some information is unknown, the insurance carrier will contact the employee and explain how to provide the required additional information.

Questions 1 & 2: If the form is submitted to the PFL insurance carrier prior to the birth of a child, this is considered presubmitting. The employee is then required to provide the required documentation of the child's birth to the PFL insurance carrier. The PFL carrier will tell the employee how to provide the required additional documentation.

There may be instances where PFL can be taken before the adoption or foster care is finalized. For example, the employee may be required to appear in court or travel to another country as part of the adoption or foster care process. The employee should include documentation to show that the PFL is necessary to further the adoption or foster care.

Question 5: See chart below for documentation details. Unless specified, do not send the original documents.

Bonding Form/Certification	Description
Health care provider certification of pregnancy	An original letter obtained from the birth mother's health care provider that certifies pregnancy. It should include the mother's name and the expected due date.
Health care provider certification of birth	An original letter obtained from the birth mother's health care provider that includes the mother's name and child's date of birth.
Birth Certificate	A copy of the certificate issued by the city or county office in which the child is born.
Voluntary Acknowledgment of Paternity (Form LDSS-4418)	A copy of the form that establishes legal fatherhood when the parents are unmarried. Completed by both mother and father. For more information, see <u>childsupport.ny.gov/dcse/aop_howto.html</u>
Court Order of Filiation	A copy of the order from the family court that names the father of a child. Establishes legal fatherhood when the parents are unmarried. Completed by both mother and father. For more information, visit <u>childsupport.ny.gov/dcse/aop_howto.html</u>
Marriage Certificate	A copy of the official statement issued by the town or city clerk from which the marriage certificate was issued.
Civil union/domestic partner's documentation	A copy of the certificate of civil union or domestic partnership.
Foster care placement letter	A copy of the letter of foster care placement issued by the county or city department of social services or authorized voluntary foster care agency.
Court documents of adoption	A copy of the court document finalizing adoption or documentation in furtherance or court order finalizing adoption.
Other documentation	Other documentation of parental relationship may be accepted if none of the others listed apply.

Notification Pursuant to the New York Personal Privacy Protection Law (Public Officers Law Article 6-A) and the Federal Privacy Act of 1974 (5 USC 552a).

The Workers' Compensation Board's (Board's) authority to request that employees provide personal information, including their social security number or tax identification number, is derived from the Board's administrative authority under Workers' Compensation Law section 142. This information is collected to assist the Board in investigating and administering claims in the most expedient manner possible and to help it maintain accurate records. Providing your social security number or tax identification number to the Board is voluntary. The Board will protect the confidentiality of all personal information in its possession, disclosing it only in furtherance of its official duties and in accordance with applicable state and federal law.

Form PFL-2 Instructions Page 1 of 1 If you need assistance, please call (844) 337-6303 www.ny.gov/PaidFamilyLeave

DO NOT SCAN



Request For Paid Family Leave

Bonding Certification (Form PFL-2)

INSTRUCTIONS INCLUDED WITH FORM

TO BE COMPLETED BY THE EMPLOYEE					
Employee's name (first name, middle initial, last name)	Employee's date of birth (MM	//DD/YYYY)			
Other last names, if any, under which employee has worked	Employee's Social Security	Number or TIN			
other last hames, if any, under which employee has worked					
Employee's mailing address					
Mailing address					
City State	7in codo	Country (if not U.S.A.)			
City, State	Zip code	Country (ii not 0.5.A.)			
BONDING CERTIFICATION (to be completed by the emp	oloyee)				
1. Child's date of birth (MM/DD/YYYY) /					
2. Child's gender Male Female Not designated/Othe	2r				
3. Does child live with the employee requesting PFL?	Yes No				
4. Child is employee's: Biological child Stepchild Foster child Adopted chil	d Legal ward Spouse/Domes	stic partner's child Loco parentis			
Select one of the following and attach the document as r Parent of newborn child:	equired as evidence of the relat	ionsnip.			
Birth mother:					
Health care provider certification of pregnancy (include expected due date AND mother's name); OR					
Health care provider certification of birth (include date of birth of child AND mother's name); OR					
Child's birth certificate					
Other parent:					
Copy of birth certificate naming second parent; OR					
Voluntary acknowledgment of paternity; OR					
Court order of filiation; OR					
Birth mother documents (see above) PLUS one of the following:					
Marriage certificate; OR					
Certificate of civil union; OR					
Evidence of domestic partnership					
OR; Other documentation of parental relationship					
Foster parent:					
Letter of foster care placement or anticipated placement issued by cou	nty or city department of Social Services o	r authorized voluntary foster care agency			
Adoptive parent:					
Court document finalizing adoption					
Documentation in furtherance of adoption					
6. Date of foster care or adoption placement, if applicable (MM/DD/YYYY) / /				
		Form PFL-2 continued on next page			



TO BE COMPLETED BY THE EMPLOYEE

Employee's name (first name, middle initial, last name)

Employee's	date	of birth	(MM/DD/YYYY)
------------	------	----------	--------------

Ι

BONDING CERTIFICATION (to be completed by the employee) - continued from prior page

Form PFL-2 continued from prior page

Declaration and signature

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I am hereby making a request for paid family leave benefits under the NYS Workers' Compensation Law. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

Employee's signature

Date	signed (N	/M/DD/YYY	Y)
	1	1	