Caring for a Family Member

What is Paid Family Leave?

Paid Family Leave is insurance, fully funded by employees through a small payroll contribution.

As of January 1, 2018, it provides eligible employees with job-protected, paid time off to:

- **BOND** with a newly born, adopted, or fostered child,
- **CARE** for a family member with a serious health condition, or
- **ASSIST** loved ones when a spouse, domestic partner, child or parent is deployed abroad on active military service.

How can Paid Family Leave help you and your family member with a serious health condition?

Taking Paid Family Leave to care for a **spouse, domestic partner, child/stepchild, parent/stepparent, parent-in-law, grandparent, or grandchild** with a serious health condition (mental and/or physical) allows you to be there in times of need. This may include providing:

- Necessary physical care
- Emotional support
- Visitation
- Assistance in treatment
- Transportation
- Arranging for a change in care
- Assistance with essential daily activities
- Personal attendant services

Before you apply

Check the eligibility requirements for Paid Family Leave.

- Most employees who work for private employers in New York State are covered under Paid Family Leave.
- Public employees may be covered if their employer has opted in to provide the benefit. Union-represented public employees may be covered if the benefit has been negotiated through collective bargaining.
- Citizenship and/or immigration status is not a factor in employee eligibility.

Plan your leave.

- Leave can be taken either all at once or intermittently, but must be taken in full-day increments.
- You must notify your employer at least **30 days** before the start of leave if foreseeable; otherwise, notify your employer as soon as possible.

**PAIDFAMILYLEASE.NY.GOV** – Visit the website for complete details and resources in multiple languages.

**(844) 337-6303** – The toll-free Helpline is available Monday through Friday, 8:30 a.m. to 4:30 p.m.
HOW DO YOU APPLY FOR PAID FAMILY LEAVE?

1 COLLECT YOUR FORMS AND DOCUMENTATION

You can get Paid Family Leave forms from your employer, your employer’s insurance carrier or directly from:

PaidFamilyLeave.ny.gov/forms

Required Forms

To request leave for family care, you’ll need the following forms:

- Request for Paid Family Leave (Form PFL-1)
- Release of Personal Health Information Under the Paid Family Leave Law (Form PFL-3)
- Health Care Provider Certification For Care Of Family Member with Serious Health Condition (Form PFL-4)

2 COMPLETE & ATTACH

Form PFL-1

Form PFL-1 has sections that need to be completed by you and by your employer.

Fill out your section, make a copy and give the form to your employer to fill out Part B.

Your employer is required to return Form PFL-1 to you within three business days. If there is a delay, you do not have to wait to proceed. Send the Form PFL-1 that you have filled out, along with the rest of your request package, directly to the insurance carrier.

Form PFL-3

Your family member (the care recipient) completes Form PFL-3 and submits the form to their health care provider to keep on file.

This form authorizes a health care provider to release information regarding your family member’s serious health condition to your employer’s insurance carrier.

Do not send this form to the insurance carrier.

Form PFL-4

Form PFL-4 has sections that need to be completed by you and by your family member’s health care provider.

Fill out your section, make a copy and give the form to the health care provider. Ask the provider to complete their portion of the form and return it to you in a timely manner.

3 SUBMIT WITHIN 30 DAYS

You must submit your completed request package to your employer’s insurance carrier within 30 days after the start of your leave to avoid losing benefits.

Mail or fax your Form PFL-1 and Form PFL-4 to your employer’s insurance carrier.

To find out who your employer’s insurance carrier is, you can:

- Look for the Paid Family Leave poster in your workplace.
- Ask your employer.
- Look it up using the employer coverage search application on wcb.ny.gov.

If you cannot find your employer’s insurance carrier, call the Paid Family Leave Helpline for assistance:

(844) 337-6303

The Helpline is available Monday through Friday, 8:30 a.m. to 4:30 p.m.

In most cases, the insurance carrier must pay or deny benefits within 18 days of receiving your completed request or your first day of leave, whichever is later. Your request cannot be considered incomplete solely because your employer did not fill out Part B of Form PFL-1 within three business days.

It is YOUR responsibility to submit the forms to the insurance carrier. It is NOT your employer’s responsibility.

Claim-Related Disputes: If you have applied for Paid Family Leave and have a claim-related dispute, you can file a Request for Arbitration with National Arbitration and Mediation (NAM). Visit nyspfla.com for more information.

Protection Against Discrimination or Retaliation: Paid Family Leave has strong employee protections. If you feel your employer has discriminated or retaliated against you for requesting or taking Paid Family Leave, learn about your rights and protections at PaidFamilyLeave.ny.gov/protections.