



PAID FAMILY LEAVE (PFL) BASICS

Effective 01/01/18 employers with one or more employees will be **required to offer Paid Family Leave** to their employees. Paid Family Leave insurance will be a rider added on to your NYS Disability insurance policy.

Paid Family Leave can be utilized by any eligible employee* for the following reasons:

- Bonding with a newborn, foster or adopted child within 1 year from date of birth or placement. Can be used by father and mother, spouse, domestic partner or legal guardian.
- Caring for a family member with a serious health condition (certified by a physician). Family members include spouse, domestic partner, child, parent (including step parents and in-laws), grandparents and grandchildren.
- Attend to family matters when a family member is on active duty or being called to active duty. Family members include spouse, domestic partner, child or parent.

*Employees are eligible once they work full-time (more than 20 hours/week) for 26 consecutive weeks or part-time (less than 20 hours/week) for 175 days.

PFL Benefit amounts:

Year	Maximum leave	Maximum benefit payout
2018	8 weeks	50% of AWW**
2019	10 weeks	55% of AWW**
2020	10 weeks	60% of AWW**
2021	12 weeks	67% of AWW**

**based on the employee's average weekly wage (AWW) up to a maximum of the annual NYS average weekly wage.

- **PFL is an employee paid benefit.**
- The insurance carrier will be paying the employee while out on leave, not the employer.
- Employers are required to **maintain the employee's position and health insurance benefits** while they are out on paid family leave.
- **Leave can be taken intermittently** (in one day increments or more) or as a continuous leave.

What do you need to do to prepare for PFL?

- 1) **Determine how you are going to be billed** (usually on same billing cycle as your DBL policy). If you are billed in advance and cannot cover the upfront premium cost, you may want to **consider starting deductions early**.
- 2) **Talk to your tax advisor** to help determine what needs to be done to set up a PFL account for employee contributions.
- 3) **Talk with your payroll provider** – if they have started deductions, you may need to have them stopped and/or returned to the employee. **Discuss when you would like deductions to begin**.
- 4) **Notify your employees about Paid Family Leave** benefits that will be available to them, the deductions and when they will begin.
- 5) **Update policies and/or employee handbook with a Paid Family Leave policy**. You may also need to update other sections regarding leave (if applicable).
- 6) You may wish to start cross training your employees and/or establish a relationship with a temporary outsourcing agency to assist you in **coverage for employee absences**. Employees may take leave beginning on 01/01/18.
- 7) **Ensure your HR and supervisory staff have been trained on Paid Family Leave**, what events leave can be used for and how to identify if an employee may need PFL. (An employee does not need to specifically ask for PFL.)
- 8) Once available, you must **post a Paid Family Leave poster** in an area visible to all employees (labor posting locations).

The Flanders Group can assist with our PFL Toolkit containing the employee communications, policies and guidance you'll need. Contact Kerry Steenburgh at (800) 462-6435 x3234.