

*New York Paid Family Leave Policy*

each day for which PFL benefits are claimed. An employee who is eligible for both PFL and short-term disability benefits may not receive more than 26 weeks of disability and PFL in any 52-consecutive-week period.

### **Advance Notice by Employees**

It is the employee's responsibility to request and apply for PFL benefits. When leave is foreseeable, the employee must give at least 30 days' advance notice of leave. When leave is not foreseeable, the employee must give notice as soon as practicable.

When an employee provides notice of a need for leave for a covered reason, the employee will be given a Request for Paid Family Leave form which the employee must then complete and submit to the PFL insurance carrier. The insurance carrier is responsible for reviewing and approving or denying PFL applications.

### **Use of Paid Time Off During PFL**

An employee may choose to use their accrued vacation or sick/personal time to supplement their PFL benefits.

### **If Applicable, FMLA Leave Must Be Taken Concurrently**

All PFL that also qualifies as leave under the Family and Medical Leave Act ("FMLA") runs concurrently with FMLA leave. In such cases, the employee must use accrued paid time off as required under the College's FMLA policy.

### **Benefits While on PFL**

The health insurance of an employee who takes PFL will be continued on the same terms as when the employee was working.

### **Return to Work**

Employees who take PFL have the right to be reinstated to their previous position or a similar position upon the conclusion of their PFL.

### **Discrimination and Retaliation**

Employees will not be discriminated or retaliated against for using PFL.

### **Waiver of PFL Benefits**

A full-time employee whose regular work schedule is less than 26 weeks, or a part-time employee whose regular work schedule is less than 175 days in a 52-consecutive –week period, may file a written waiver to be exempted from PFL

benefits and the obligation to make the wage deductions. However, if the employee's schedule changes to the eligibility threshold, exceeding the eight (8) week allowance period, the waiver is automatically deemed revoked and premium deductions through payroll will initiate.