

# New York Paid Family Leave

## Employer checklist

Employers with employees working in New York need to be prepared for New York Paid Family Leave (PFL) – a mandatory employee benefit required under the New York Workers' Compensation Law.

Eligible employees will be entitled to job-protected paid time off from work to bond with a new child, care for a family member with a serious health condition and address qualifying situations that arise as a result of a family member's military service. Have you considered your choices and prepared for this benefit? Do you understand the role you and your employees have in the process as well as what New York Life Group Benefit Solutions will do for you?

**This checklist will help you prepare for New York Paid Family Leave.**

Step	Employer	Employee	Group Benefit Solutions	What you need to know
Identify employees working in New York and offer waiver to any employee who will not become eligible	✓			Employers are required to offer the waiver to employees who are not expected to work long enough to meet the eligibility waiting period. <a href="#">Click here</a> for the waiver form.
Decide who will pay premiums	✓			PFL is designed as an employee-funded benefit. However, employers may choose to pay premiums on behalf of employees. If employees will pay the premiums, let them know how much will be deducted from their paychecks.
Collect and remit insurance premiums due	✓			Use the premium remittance instructions.
Update employee handbooks	✓			<a href="#">Click here</a> for a resource on what to include.
Decide how soon employees must file a claim	✓			This should be included in your handbook update and communicated clearly to employees.
Decide if you'll request reimbursement of benefits	✓			If you pay employees an amount equal to or greater than their PFL benefits during their PFL leave, you may be entitled to reimbursement. Do you have an internal PFL policy that pays benefits for the same period of leave?
Educate employees on their rights	✓			Share the Notice of Rights. This form must also be provided to employees when they take PFL or take time off from work for a PFL-qualifying event, but have not requested PFL.



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Reporting a claim	✓	✓		Claims may be reported by the employee, employer or anyone on their behalf. Group Benefit Solutions will provide any necessary claim forms.
Provide eligibility information	✓			<p>The law requires you to provide your employee with information required to process the claim within three business days of the request. Be prepared to provide the following.</p> <ul style="list-style-type: none"> <li>• Date of hire</li> <li>• Average Weekly Wage (AWW) for the eight-week period preceding the leave start date</li> <li>• Average days worked per week for the eight-week period preceding the leave start date</li> <li>• Indicate if you're requesting reimbursement and the dates you will pay the employee</li> <li>• Details of past usage of New York statutory disability and PFL time in the 52 weeks preceding the leave start date</li> <li>• Your affirmation that the employee is eligible for PFL coverage</li> </ul>
Payment of benefits			✓	Group Benefit Solutions will issue payment to employees and will reimburse you per your election.
Customer service			✓	The employee should contact Group Benefit Solutions for claim questions.
Taxes	✓		✓	New York PFL benefits are considered taxable, nonwage income. Employers must report employee premium contributions on box 14 of the W-2 form. Group Benefit Solutions will report benefits paid to employees on form 1099-MISC.



## We're here to help.

Please contact your New York Life Group Benefit Solutions Account Manager with any additional questions you may have.

Offered by: New York Life Group Benefit Solutions.

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### New York Life Insurance Company

51 Madison Avenue  
New York, NY 10010

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