

What is Paid Family Leave?

NYS Paid Family Leave (PFL) was signed into law in 2016, and became available to classified Management/Confidential (MC06) employees in 2018.

As of January 1, 2019, PFL is available to unclassified Management/Confidential (SUNY MC13) and UUP-represented employees, and may become available to other union-represented employees through the collective bargaining process.

The PFL policy for UUP-represented employees and MC13 is available on the [SUNY PFL](#) website.

Information about the PFL program available to classified groups (e.g., MC06 employees) is available at the [NYS Paid Family Leave for MC-06 employees](#) website.

The purpose of PFL is to help employees with work-life balance by providing a paid leave alternative to charging paid leave accruals for leaves of absence to attend to family* needs associated with:

- the birth or placement of a biological, adopted, or foster child (first 12 months)
- a family member's serious health condition (physical or psychological care)
- a call to active duty in the U.S. armed forces (qualifying exigency)

*Definitions of "family" detailed in Qualifications section (below). PFL is not available for an employee's own serious health condition or military activation.

PFL Claim Submission Procedure and Medical Documentation Provisions *for MC-13 and UUP represented employees*

Eligible employees who qualify for PFL will be paid by The Standard (the insurance carrier) – not New York State as their employer. In addition to a campus's normal medical documentation provisions and/or any documentation requirements applicable under other leave programs (e.g., FMLA), an eligible employee who wishes to utilize PFL benefits must complete the appropriate **Request for Paid Family Leave forms** (see below):

- For PFL to bond with a **newborn, newly adopted, or fostered child**, employees must complete and file as appropriate, forms in the [SUNY PFL Bonding Packet](#) w/supporting documentation
- For PFL to care for a **family member with a serious health condition**, employees must complete and file as appropriate, forms in the [SUNY PFL Care of Family Packet](#) with supporting documentation
- For PFL to assist when a **family member is called to active military duty or impending active duty abroad**, employees must complete and file as appropriate, forms in the **SUNY PFL Military Leave [Packet](#)** with supporting documentation

Information about the PFL program (and forms) for **MC-06 classified employees** is available on this [website](#). Eligible employees who qualify for PFL will be paid by Metropolitan Life Insurance Company (the insurance carrier) – not New York State as their employer.

Opting Out of Paid Family Leave (12 NYCRR 380-2.6)

- [Paid Family Leave Employee Opt-Out \(Waiver\) Form](#)

An employee may file a waiver (opt-out) of paid family leave if they meet the following requirements as per **12 NYCRR 380-2.6**:

(a) An employee of a covered employer (Purchase College) shall be provided the option to file a waiver of family leave benefits:

(i) When his or her regular employment schedule is 20 hours or more per week **but** the employee **will not** work 26 consecutive weeks, **or**

(ii) When his or her regular employment schedule **is less** than 20 hours per week **and** the employee **will not** work 175 days in a 52 consecutive week period.

(b) Within eight weeks of any change in the regular work schedule for an employee that requires the employee to continue working for 26 consecutive weeks or 175 days in a 52 consecutive week period, any waiver filed under this section shall be deemed revoked. An employee of a covered employer whose waiver has been revoked shall be obligated to begin making contributions to the cost of family leave benefits, including any retroactive amounts due from date of hire, pursuant to Section 209 of the Workers' Compensation Law, as soon as the employee is notified by the covered employer of such obligation.

(c) The covered employer shall keep a copy of the fully executed waiver on file to be produced at the request of the Chair, for as long as the employee remains in employment with the covered employer.

(d) An employee as described in Subsection (a) of this Section who elects not to enter into a waiver shall make regular family benefit contributions for the full duration of his or her employment with the covered employer, and the covered employer shall be obligated to provide family leave benefits for such employee when he or she is eligible pursuant to this Title.

Employees who wish to opt-out of Paid family Leave Benefits **and** meet the eligibility requirements to opt-out are required to submit an Employee Opt-Out (Waiver) of Paid Family Leave Benefits form to the Benefits Office. **Employees will be automatically enrolled in Paid Family Leave until the waiver form is received and approved by the Benefits Office.**

If you have any questions about Paid Family Leave, please contact Noemi Spaziante, Benefits Office Manager at (914) 251-6448.