New York Paid Family Leave Policy

Policy Description

Effective January 1, 2018.

Reason for Policy

New York Paid Family Leave (NYPFL) will provide job security and paid time off from work for a specified period of time to care for a new child, a seriously ill family member or if a family member is called to active military service.

Who is Governed by this Policy

All non-faculty who work 20 or more hours per week are eligible for NYPFL benefits after 26 or more consecutive weeks (6 months) of employment.

Employees have the ability to waive the benefit if they do not meet the above requirements. The waiver form may be accessed directly at the New York State Paid Family Leave website. The form must be submitted to the Office of Human Resources.

If employees work less than 20 hours per week they become eligible after working 175 days.

Policy

NYPFL is funded by employee payroll contributions. It provides wage replacement and job protection to employees who need time away from their jobs 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 family member is deployed abroad on active military duty.
Employees are entitled to be reinstated to their same or a comparable job upon return from NY PFL.

Adelphi will continue an employee's health insurance while on NYPFL as long as the employee continues to pay their health insurance premiums.

**Benefit Schedule**

Benefits for eligible employees will phase in over four years. In 2018, employees are eligible for up to 50 percent of the employee’s average weekly wage (AWW) up to a maximum benefit of $652.96 per week. In 2018, an employee can take up to eight weeks for an approved leave. The NYPFL benefit will gradually increase in amount and duration over the next four years. See chart below.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>WEEKS OF LEAVE</th>
<th>BENEFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>8 WEEKS</td>
<td>50% of employee's AWW, up to 50% of SAWW</td>
</tr>
<tr>
<td>2019</td>
<td>10 WEEKS</td>
<td>55% of employee's AWW, up to 55% of SAWW</td>
</tr>
<tr>
<td>2020</td>
<td>10 WEEKS</td>
<td>60% of employee's AWW, up to 60% of SAWW</td>
</tr>
</tbody>
</table>

**How is NYPFL Paid for?**

The cost of this coverage is paid for through employee payroll deductions starting January 1, 2018.

The maximum employee contribution in 2018 shall be 0.126 percent of an employee’s weekly wage, up to the annualized New York State Average Weekly Wage (SAWW) capped at $1305.92 for 2018.

This translates into a maximum contribution of $1.65/week (capped at $85.80 for the year) per employee in 2018.

**Definitions**

This policy does not have definitions associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.
Procedures

If an employee anticipates an upcoming need for leave, they must notify their supervisor at least 30 days prior to the anticipated leave, or as soon as possible.

Forms

The waiver form may be accessed directly at the New York state Paid Family Leave website.

Employees must Initiate the claim by completing the claim form. Employees may access the claim form directly at the New York State Paid Family Leave website.

Related Information

How Does NYPFL coordinate with other leaves?

- An employee may not receive both disability benefits (your own serious health condition) and NY PFL benefits for the same period. If taken separately, both cannot exceed 26 weeks during the same year.
- Eligible employees must supplement NY PFL with unused personal and unused accrued vacation days.
- If you are eligible for FMLA, it will run concurrently with NY PFL. If an employee declines NY PFL payments while using FMLA, the leave will still be counted against the employee’s NY PFL benefit time.

For more information, click on the New York State Paid Family Leave website or call 844.337-6303.

For additional information, please feel free to contact Karen Loiacono (ext 3229) or Joanna Ocampo (ext 3221).

Policy Owner

Name: Karen F. Loiacono
Office: Human Resources
Phone Number: 516 877 3229
Secondary Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joanna Ocampo</td>
<td>516 877 3221</td>
<td><a href="mailto:Ocampo1@adelphi.edu">Ocampo1@adelphi.edu</a></td>
</tr>
</tbody>
</table>

Document History

Last Reviewed Date: February 2018
Last Revised Date: 12/5/2017
Policy Origination Date: 1/1/2018

Policy Approved By

Office: Karen Loiacono – Office of Human Resources
Phone Number: 516 877 3229

Additional Information for Policy Library

Who Should Have Access to This Policy?

- Students
- Staff and Administration

Required - Tags/Keywords

- Human Resources
- Employee Benefits
- Family Leave Act.