



OFFICE OF HUMAN RESOURCES MANAGEMENT

Information regarding Paid Family Leave (PFL) becoming effective for UUP-represented and M/C Professional employees as of January 1, 2019 was distributed in October 2018.

SUNY has now published additional information regarding this benefit, which can be found here: <https://www.suny.edu/benefits/attendance/pfl/>. At this time, claim forms have not yet been published, but we anticipate them being available at this link by 12/14/2018.

Please review the eligibility and payroll deduction information contained in this email.

Eligibility:

A **professional** or academic employee whose regular professional obligation is primarily other than teaching classes is eligible for PFL if working:

- **at least 20 hours per week**, once they have completed **26 consecutive workweeks*** of such employment. *Workweeks are considered consecutive if no break in service of one year or longer has occurred. If a break in service of one year or more is involved, only time worked after the break in service is considered. For example, a Staff Assistant employed from January through March 2019 and August through December 2019 would be considered to have worked 26 consecutive work weeks for PFL eligibility purposes, even though a break in service occurred.* **OR**
- **less than 20 hours per week**, once they have completed **175 workdays** of such employment. For eligibility purposes work days include days that the employee reports to work. *The 175 days are cumulative over the course of employment, unless a break in service of one year or more has occurred. If a break in service of one year or more is involved, only time worked after the break in service is considered.*
- **Employment prior to 1/1/19 is included when considering eligibility.** *If a Staff Assistant worked 20 hours or more from July 2018 through December 2018, they will be eligible for PFL as of 1/1/19 (if still in a UUP-represented or M/C position) and are unable to opt-out of PFL.*

An **academic** employee whose regular professional obligation is primarily teaching classes is eligible for PFL if teaching:

- **at least two (2) courses per semester**, once they have completed **26 consecutive workweeks*** of such employment. *Workweeks are considered consecutive if no break in service of one year or longer has occurred. If a break in service of one year or more is involved, only time worked after the break in service is considered. For example, a Lecturer working during the full Spring 2019 and full Fall 2019 semesters would be considered to have worked 26 consecutive work weeks for PFL eligibility purposes, even if they do not work over the summer months.* **OR**
- **less than two (2) courses per semester**, once they have completed **175 workdays** of

such employment. For eligibility purposes, work days include days the employee is scheduled to teach/student contact, plus one day per week. *The 175 days are cumulative over the course of employment, unless a break in service of one year or more has occurred. If a break in service of one year or more is involved, only time worked after the break in service is considered.*

- **Employment prior to 1/1/19 is included when considering eligibility.** *If a lecturer taught two courses during the Spring 2018 semester and two courses during the Fall 2018 semester, they will be eligible for PFL as of 1/1/19 (if still in a UUP-represented or M/C position) and are unable to opt-out of PFL.*

For eligibility purposes, separations of less than one year will not constitute a break in service. Once an employee has had a separation of more than one year, they will once again have to meet the eligibility requirements for PFL.

Payroll Deductions and Waiver Information:

Payroll deductions will automatically be taken for this benefit starting with the check dated January 9, 2019. The NYS Dept. of Financial Services determines the PFL premium rates annually. **For 2019**, the payroll contribution will be 0.153% of an employee's wage and capped at an annual maximum of \$107.97.

This deduction is automatic for all employees, unless an opt-out/waiver form is filed with their campus HR/Benefits office. Only those employees that do not meet the eligibility criteria for PFL can **opt-out of PFL by completing a waiver. The waiver will be revoked upon meeting the eligibility criteria, and retroactive contributions (back to 1/9/19) may be collected.** If you anticipate becoming eligible during your SUNY employment, it is suggested that you do not waive out. This will avoid a retroactive charge for premiums owed back to 1/9/19. Please read these [SPECIAL INSTRUCTIONS](#) that apply to unclassified employees completing the [NYS Paid Family Leave Waiver](#) prior to submitting the waiver.

All waivers that are received in UAB-300, via fax (518-437-4731) or email (timerecords@albany.edu) by 12/17/18 will be reviewed in an effort to effect the January 9, 2019 check and stop the contribution if upon review of the waiver it is confirmed that an employee does not meet the eligibility requirements. All waivers received after 12/17/18 will be processed as soon as possible after receipt.

If you are considering taking PFL, visit: <https://www.suny.edu/benefits/attendance/pfl/> to find additional information including the necessary claim forms and application process (claim form should be available by 12/14/18). Please ensure that you notify Time Records of your plans to take PFL in advance (30 days' notice is required when the need for leave is foreseeable).