

## Graduate Students -Paid Family Leave (PFL) Summary

<p><b>Definitions</b></p>	<p>Beginning January 1, 2018, New York State Law requires employers to provide a new leave benefit called Paid Family Leave (PFL). Paid Family Leave will be available to employees, <u>including student employees</u> to:</p> <ul style="list-style-type: none"> <li>➤ Bond with a child during the first 12 months following the birth, adopted, or foster placement of the child.</li> <li>➤ Care for a family member with a serious health condition (parent (in-laws and step), grandparent, spouse/domestic partner, child, grandchild and <i>in loco parentis</i> relationships.</li> <li>➤ Assist a family member called to active military service (parent, spouse/domestic partner, and child,).</li> </ul>
<p><b>Eligibility</b></p>	<p>Only students in the following jobs will be eligible for PFL: 6004-Add-On Grad Asst., 6006-Add-On Teaching Asst., 6005- Add-On Grad Asst.-Visiting. All students will need to work 175 days preceding the first full day of the leave to be eligible for PFL.</p>
<p><b>Contributions</b></p>	<p>Employees will pay .126% of their weekly wages, capped at the state average weekly wage of \$1,305.92 (x .00126% which is \$1.6453846/week) or \$85.56 per year on an annual wage of 67,907.84. <i>Example: a 10 hour per week employee making \$15/hour will pay .189 cents per week for PFL coverage.</i> Participation is <b>not</b> optional for most eligible employees. However, employees whose schedule will not allow them to become eligible can waive the deduction. (Those who will not work 175 days). <i>See Opt-Out section below.</i></p>
<p><b>Benefit</b></p>	<p>Employees can receive 8 weeks of PFL in 2018. Employees will receive 50% of their average weekly wages (based on 8 weeks of earnings prior to the leave) capped at \$652.96 per week (based on NYS average weekly wage above). Payment will come directly from Aetna to the employee and will not be paid through the University payroll. This benefit is taxable. The maximum amount of disability <b>and</b> PFL that can be taken in a 52-week period is 26 weeks.</p>
<p><b>How to Apply</b></p>	<p>Employees must provide a 30-day notice prior to the leave when practical. Employees must complete and submit the online “Request for PFL” form to Leave Administration and complete the NYS Paid Family Leave application and fax it to Aetna at 1-866-667-1987 along with the supporting documentation. Forms can be found on the Leave Administration website <a href="http://www.rochester.edu/working/hr/leave/">http://www.rochester.edu/working/hr/leave/</a></p>
<p><b>OPT- OUT (Waiver)</b></p>	<p>Employees who will not meet the 175-day requirement to take advantage of PFL may waive the deduction and coverage. The choice to waive PFL is completely <b>Optional and Voluntary</b>. It is important to note that if an employee waives coverage and becomes eligible for PFL at a later date (e.g. meets the 175 days of work or is hired to a staff or faculty position), <b>they will have to pay the deductions back to their hire date (or 1/1/2018)</b> whichever is later. Therefore, students <u>should carefully consider</u> this option and may choose to continue the small payment to avoid a larger deduction at a future date. The waiver form can be found in HRMS at <i>Main Menu&gt;Self Service&gt;Paid Family Leave&gt; Waiver.</i></p>
<p><b>Academic Leave</b></p>	<p>Graduate Students who are applying for NYS Paid Family Leave Benefits must consult their Graduate Coordinator. Any absence from your academic program must also be communicated to your Program Director and Advisor(s).</p>



Questions about Paid Family Leave can be directed to the Leave Administration office at [hrpaidfamilyleave@ur.rochester.edu](mailto:hrpaidfamilyleave@ur.rochester.edu).

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