

Student Employment -Paid Family Leave (PFL) Summary

Definitions	<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"> ➤ Bond with a child during the first 12 months following the birth, adopted, or foster placement of the child. ➤ 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. ➤ Assist a family member called to active military service (parent, spouse/domestic partner, and child,).
Eligibility	<p>All students employed through Student Employment (Undergraduate and Graduate Students) will need to work 175 days preceding the first full day of the leave to be eligible for PFL.</p>
Contributions	<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.</p> <p><i>Example: a 10 hour per week employee making \$15/hour will pay .189 cents per week for PFL coverage.</i></p> <p>Participation is not 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>
Benefit	<p>Employees can receive 8 weeks of PFL in 2018.</p> <p>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).</p> <p>Payment will come directly from Aetna to the employee and will not be paid through the University payroll. This benefit is taxable.</p> <p>The maximum amount of disability and PFL that can be taken in a 52 week period is 26 weeks.</p>
How to Apply	<p>Employees must provide a 30 day notice prior to the leave when practical.</p> <p>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 http://www.rochester.edu/working/hr/leave/</p>
OPT- OUT (Waiver)	<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 Optional and Voluntary.</p> <p>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), they will have to pay the deductions back to their hire date (or 1/1/2018) whichever is later.</p> <p>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.</p> <p>The waiver form can be found in HRMS at <i>Main Menu>Self Service>Paid Family Leave>Waiver.</i></p>
Academic Leave	<p>Students who are considering a leave should also discuss the availability of other academic leave options with an Academic Advisors in the College Center for Advising Services, Lattimore 312.</p>



Questions about Paid Family Leave can be directed to the Leave Administration office at hrpaidfamilyleave@ur.rochester.edu.

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