### Definition

Starting January 1, 2018, Paid Family Leave will be available to employees to:

- 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 (spouse/domestic partner, child, parent (in-laws and step), grandparent, and grandchild and *in loco parentis* relationships.
- Assist a family member called to active military service (spouse/domestic partner, child, parent).

### Eligibility

- Employees* with a regular schedule of 20 or more hours per week who have worked at least 26 consecutive weeks.
- Employees* with a regular schedule of less than 20 hours per week and have worked 175 days.

*Employees include Staff, Faculty, Residents, Post-Doctoral Assoc., Resident Advisors (paid through payroll), Undergraduate and Graduate Students (not paid a stipend/fellowship) and union members under bargaining agreements.

### Contributions for 2018

- Employees will pay a deduction from wages of .126% of their weekly wages. Example: a 40 hour per week employee making $15/hour will pay .756 cents per week for PFL coverage.
- Deductions will be capped in 2018 at $85.56 per year (which is .126% of the annual New York State Average Weekly wage [$67,907.84])
- Participation is **not** optional**

**Employees whose schedule will not allow them to become eligible can waive the deduction. (Those who will not work 26 weeks or 175 days)**

*NOTE: If an employee waives coverage and becomes eligible for PFL at a later date, they will have to pay the deductions back to their hire date (or 1/1/2018 [2/1/18 for those who participated in the vote])*

### Benefits for 2018

- Employees can receive 8 weeks 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).
- 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 and PFL that can be taken in a 52 week period is 26 weeks

### How to Apply

- Employees must provide a 30 day notice prior to the leave when practical
- Employees must call Aetna at 1-866-326-1380 and provide the required information and necessary application forms.

### More Information

More information, including the full policy, forms (including details of the information needed), and Q&As can be on our website: [www.rochester.edu/working/hr/leave](http://www.rochester.edu/working/hr/leave).

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*This document provides only a summary of the main features of the plan. Details on the rules and administration of this leave can be found in the Paid Family Leave Policy. If there are any discrepancies between this document and subsequent policies or procedures, the subsequent documents control.*