



Rensselaer

New York State's Paid Family Leave (PFL) Required Notice

Effective January 1, 2018, Rensselaer, along with nearly all private sector employers in New York State, began offering Paid Family Leave (PFL) coverage to covered employees in accordance with the New York State Paid Family Leave Program signed into law by Governor Cuomo.

BENEFITS

New York State's Paid Family Leave provides New Yorkers with job-protected, paid leave to:

- Bond with a newly born, adopted, or fostered child within the first 12 months;
- Care for a family member with a serious health condition—Spouse, Domestic Partner, Child/Stepchild and anyone for whom you have legal custody, Parent/Stepparent, Parent-in-Law, Grandparent, Grandchild; or
- Relieve family pressures when a spouse, domestic partner, child or parent is called to active military service abroad (not for an employee's own qualifying military event).

For 2019, covered employees are eligible for up to 10 weeks of paid leave equal to 55 percent of their average weekly wage, up to a cap of \$746.41 per week. Benefits will be phased in each year through 2021, when covered employees will be eligible for up to 12 weeks of paid leave equal to 67 percent of their average weekly wage up to a cap equal to 67 percent of the NYS average weekly wage. PFL can only be taken in whole day increments. All other leave benefits such as Paid Time Off or New York State Short Term Disability benefits cannot be taken in the same day as PFL.

ELIGIBILITY

"Covered employees"—those who are eligible for PFL coverage—can include full- and part-time employees.

- Employees with a regular work schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment. Note that the 26 consecutive weeks of employment includes periods of absence that are due to the nature of that employment, such as semester breaks, and when employment is not terminated during those periods of absence; or
- Employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked (there is no minimum number of hours of work required in each day).

Excluded employees: Rensselaer faculty and the Hartford, CT campus employees are not covered by PFL.

COST

PFL coverage will be paid for in full by employee payroll tax deductions. For the 2019 calendar year, the New York Department of Financial Services has set PFL premium tax rates equal to 0.153% of gross wages paid up to a maximum of \$107.97 for the year. For example, a covered employee who earns \$1,000 in a pay period would be required to contribute \$1.53 in PFL tax premiums for that pay period.

PFL WAIVER FORM

With the exception of Rensselaer employees excluded by law (as noted), starting January 1, 2019 Rensselaer will withhold PFL premiums (on an after-tax basis) from employee payroll checks issued to all covered employees except those who have elected to file an optional PFL waiver with Rensselaer because their employment schedule will not allow them to meet PFL eligibility requirements. Employees are eligible to waive PFL coverage only if:

- Their regular employment schedule is 20 hours or more per week but they will not work 26 consecutive weeks; or
- Their regular employment schedule is less than 20 hours per week and they will not work 175 days in a 52-consecutive week period.

If you waive the PFL payroll deduction and have a change in your schedule that requires you to continue working either: a) 20 hours or more per week for 26 or more consecutive weeks or (b) less than 20 hours per week and at least 175 days in a 52 consecutive week period, the waiver form you submitted will be revoked and the appropriate payroll deductions will be made from your wages. In addition, Rensselaer Polytechnic Institute will deduct all **retroactive amounts due** once you are notified, back to your hire date or January 1, 2019 whichever is later. Please carefully consider your work schedule and only submit a waiver if your regular work schedule will not reach the eligibility requirements.

The choice to waive PFL is Optional and Revocable. A PFL waiver form entitled: "Employee Opt-Out of Paid Family Leave Benefits" is available for part-time covered employees, and full-time covered employees with a work schedule of less than 26 consecutive weeks. **If you are eligible to opt out of PFL coverage and wish to do so, you must fill out and submit the optional waiver form.**

Please contact the Division of Human Resources at ext. 3444 (518-276-3444) or please visit <https://paidfamilyleave.ny.gov/> for the PFL waiver form entitled: "Employee Opt-Out of Paid Family Leave Benefits". Employees who complete a waiver will not contribute to PFL through payroll deductions and will not be eligible to take PFL. The waiver form must be completed, signed by the employee and sent to the Division of Human Resources for final sign off.

Need more information?

Should you have any questions regarding Paid Family Leave, please visit <https://paidfamilyleave.ny.gov/> or contact Louis Padula, Director of Benefits, Retirement and HRIS in the Division of Human Resource at 276-6164.