

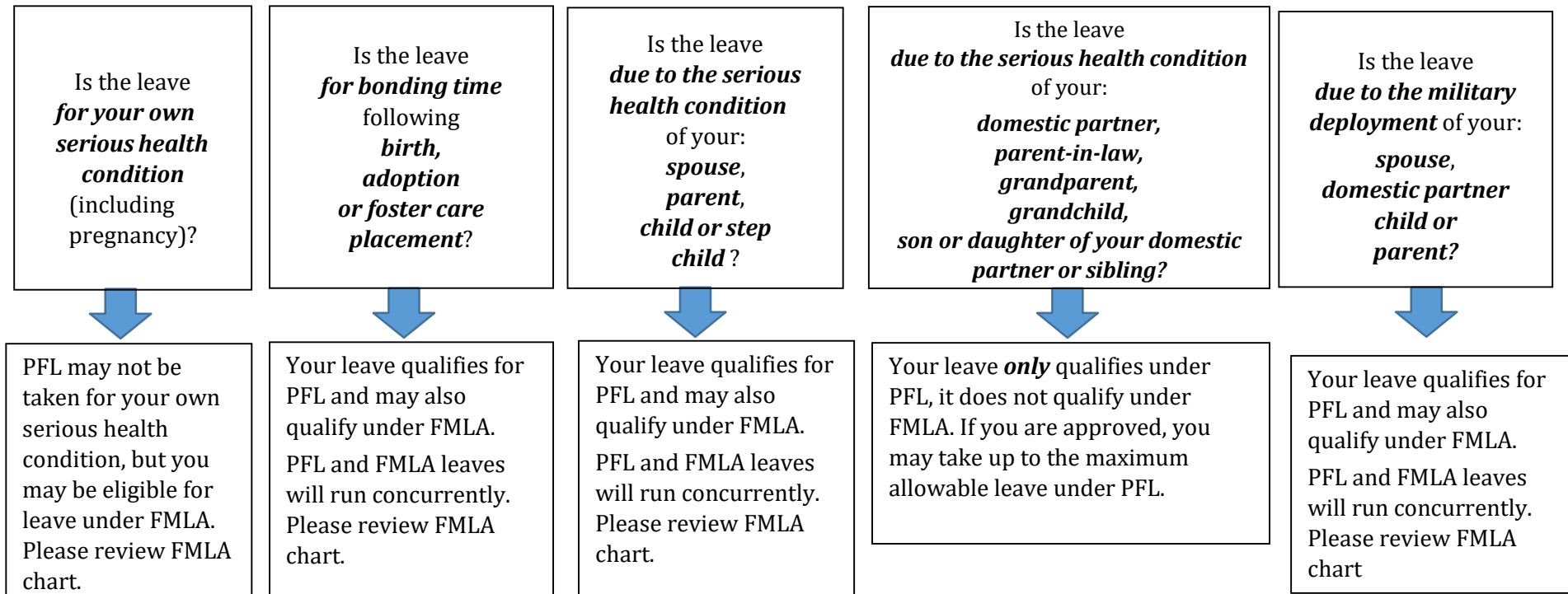
# New York Paid Family Leave (PFL)

If you are requesting a leave under NYS Paid Family Leave...

## Step 1: Do you qualify for a Paid Family Leave (PFL)?

Are you an employee **working 20 or more hours per week** who has worked 26 consecutive weeks?  
Are you an employee **working less than 20 hours per week**, who has worked 175 days commencing from your date of hire?  
Not sure, call 718-430-2547.

## Step 2: Why do you need to take a leave?



Any requests for PFL and supporting documentation will be sent to the Disability Carrier or, if applicable, 1199 Benefit Funds for approval. Carriers have 18 days to make a decision about whether any benefits will be payable under PFL. If your leave also qualifies under FMLA, the Benefits Department will designate your leave as FMLA chargeable as well. PFL and FMLA leaves will run concurrently. If the need for the leave is immediate, meaning you cannot provide 30 days of advance notice as required under the law, while your PFL leave is being considered you can:

1. Receive pay - Use accrued sick hours (available under New York City Earned Sick Time Act) or vacation hours until your leave is approved.
2. Go unpaid - if leave is approved, PFL wage replacement payments will be paid retroactively to the first day of your approved leave.

**Any paid or unpaid time will count against your PFL entitlement. This information is provided as a general guide only and shall not alter or supersede Einstein's PFL or FMLA policies.**