Paid Famil

PART A - EMPLOYEE INFORMATION (to be completed by the employee)

The employee requesting PFL must complete all required information.

Paid Family Leave (PFL) Request (to be completed by the employee)

Question 12: A child is de, ned as a biological, adopted, or foster son or daughter, a stepson or stepdaughter, a legal ward, a son or daughter of a domestic partner, or the person to whom the employee stands in loco parentis. A parent is de, ned as a biological, foster, or adoptive parent, parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

Questions 13: If dates are %Continuous+, the employee must provide the start and end dates of the requested PFL. These dates should be the actual dates that the PFL will begin and end. If uncertain, estimate the start and end dates and indicate %Dates are estimated+. If dates are %Periodic+, enter the dates PFL will be taken. Please be as speci, c as possible. If the dates are unknown or estimated,

Employment Information (to be completed by the employee)

Question 16: Enter the date of hire to the best of the employees recollection. If it has been more than a year since the date of hire, entering the year in which employment started is suf, cient.

Question 18: Enter the best estimate of average gross weekly wage. Include only the wages earned from the employer listed on this request form. The gross weekly wage is the total weekly pay - including overtime, tips, bonuses and commissions - before any deductions are made by the employer, such as federal and state taxes. If the employer is not able to supply this information, the employee can calculate their gross weekly wage as follows:

Step 1: Add all gross wages received (<u>before</u> any deductions) over the last eight weeks prior to the start of PFL, including overtime and tips earned. (See Step 3 for instructions for calculating bonuses and/or commissions.)

Step 2: Divide the gross wages calculated in step one by eight (or the number of weeks worked if less than eight) to calculate the average weekly wage.

Step 3: If the employee received bonuses and/or commissions during the 52 weeks preceding PFL, add

the prorated weekly amount to the average weekly wage. To determine the prorated weekly amount, add all bonuses/commissions earned in the preceding 52 weeks and then divide by 52.

Example of a gross weekly wage calculation:

Week 1 - Gross wage including overtime		\$550
Week 2 - Gross wage		\$500
Week 3 - Gross wage		\$500
Week 4 - Gross wage		\$500
Week 5 - Gross wage		\$500
Week 6 - Gross wage		\$500
Week 7 - Gross wage, including overtime		\$600
Week 8 - Gross wage, including overtime	+	\$550
Total =		\$4,200
Divide by 8	?	8
Average Weekly Wage =		\$525
Bonus earned in preceding 52 weeks		\$2,600
Divide by 52	?	52
Prorated Weekly Bonus =		\$50
Form PFL-1 Instructions continued on next page		

PART B - EMPLOYER INFORMATION (to be completed by the employer)

Question 2: If a Social Security Number is used for the Federal Employer Identi, cation Number (FEIN), enter the Social Security Number.

Question 3: Enter the employer Standard Industrial Classi, cation (SIC) Code. Contact your carrier if you donn know your SIC code.

Question 8: The employee occupation code can be found at: www.bls.gov/soc/2018/major_groups.htm

Question 9: Enter the wages earned by the employee during the last eight weeks preceding the PFL start date. The gross amount paid is the employeets gross weekly pay, including any overtime and tips earned for that week, plus the weekly prorated amount of any bonus or commission received during the preceding 52 weeks. (For detailed steps, see Question 18 starting on page 1 of the instructions.) Calculate the gross average weekly wage by adding up the gross amounts paid, and then divide by eight (or number of weeks worked if less than eight).

Question 10: Failure to select ¹/₄Yes+ for requesting reimbursement from the insurance carrier, will result in a waiver of the right to reimbursement.

Question 11a: Disability refers to NYS statutory required disability. If the answer is mone,+ enter a %0+ for total weeks and days in Question 12b.

Question 11b: The maximum number of weeks available for NYS statutory disability and PFL in any 52 week period is 26 weeks. Specify the total number of weeks, as well as the number of additional days if the leave includes a partial week, taken for NYS statutory disability and PFL during the preceding 52 weeks.

Question 13, 14 & 15:



Form PFL-1 continued from prior page

Employment Information (to be completed by the employee)

15. Business name

16. Employee's date of hire

17.

TO BE COMPLETED BY THE EMPLOYEE Employee's name (frst name, middle initial, last name)			Employee's date of birth		
PAR	T B - EMPLOYER INFORM	IATION (to be completed t	by the employer) - continued from prior page		
Form	PFL-1 continued from prior page				
11a. In the preceding 52 weeks has the employee taken leave for: PFL Both Disability and PFL					
11b.	b. Enter the total number of weeks and days taken for both Disability and PFL in the last 52 weeks:				
	Disability:	Please provide specifc da			
		Please provide specifc da	ites for PFL:		
	PFL:				
12. Is the employee taking Family Medical Leave Act (FMLA) concurrently with PFL? 13. PFL insurance carrier's name and mailing address PFL insurance carrier's name					
			Country (if not U.S.A.)		
14. PFL insurance carrier's telephone number () - 15. PFL policy number					
Any p which	consecutive weeks OR the er erson who knowingly and with intent to is a crime, and shall also be subject t	mployee regularly works less o defraud any insurance company of o a civil penalty not to exceed five the mployer of the employee requesting	dYf kYY_ UbX \Ug VYYb]b Y a d` cm a Ybh Zcf Uh `YUgh 26 ss than 20 hours per week and has worked at least 175 days. or other person fles an application for insurance or statement of claim containing housand dollars and the stated value of the claim for each such violation. g PFL. My signature affrms that to the best of my knowledge and belief, the		