



## ASA COLLEGE PAID FAMILY LEAVE (PFL) OVERVIEW

Effective January 1, 2018, New York Paid Family leave provides job-protected, paid time off, so employees can:

- Bond with a newly born, adopted or fostered child,
- Care for a close relative with a serious health condition, or
- Assist with family situations when a family member is deployed abroad on active military service.

### ASA COLLEGE PAID FAMILY LEAVE POLICY & PROCEDURES DOCUMENT

#### BENEFITS - TIME

Paid Family Leave benefits phase in over four years. Eligible employees can take Paid Family Leave for up to eight weeks in 2018, with coverage increasing to 10 weeks in 2019 and 2020, and 12 weeks in 2021. Leave can be taken either all at once or in full-day increments. You may take the maximum time-off benefit in any given 52-week period.

#### BENEFITS - PAY

Paid Family Leave pay benefits also phase in over four years. Benefits are a percentage of your average weekly wage, capped at that same percentage of the New York State Average Weekly Wage, as calculated annually by New York State's Department of Labor. These benefits are 50% of your average weekly wage for 2018, 55% in 2019, 60% in 2020, and 67% in 2021.

#### ELIGIBILITY

All eligible employees are entitled to participate in Paid Family Leave.

**Full-time employees:** Employees who work a regular schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.

**Part-time employees:** Employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which do not need to be consecutive.

Employees are eligible regardless of citizenship and/or immigration status.

#### FUNDING

Paid Family Leave is funded through employee payroll contributions that are set each year to match the cost of coverage. The rate of employee contributions is reviewed annually, and is subject to change by New York State's Department of Financial Services.

You can use the calculator at [ny.gov/PFLcalculator](http://ny.gov/PFLcalculator) to get an estimate of your weekly deduction.

#### QUALIFYING EVENTS

**New Child:** You can take Paid Family Leave during the first 12 months following the birth, adoption, or fostering of a child. Expectant mothers cannot take Paid Family Leave for their own pregnancy. Paid Family Leave for the birth of a child begins after the birth. It is not available for prenatal conditions.

**Serious Health Condition:** You can take Paid Family leave to care for a close relative with a serious health condition. These relatives can live outside of New York State and even outside the country. You cannot take Paid Family Leave for your own health condition.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential health care facility, or
- Continuing treatment or continuing supervision by a health care provider.

A close relative includes:

- Spouse
- Domestic partner
- Child and stepchild
- Parent and stepparent
- Parent-in-law
- Grandparent
- Grandchild

**Military Active Service Deployment:** You can take Paid Family Leave to assist with family situations arising when your spouse, domestic partner, child, or parent is deployed abroad on active military service or has been notified of an impending military deployment abroad. You cannot use Paid Family Leave for your own qualifying military event.

#### YOUR RIGHTS AND PROTECTIONS

You have job protection, ensuring you can return to the same job (or a comparable one) when you return from Paid Family Leave.

You can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

**For more information, please refer to ASA HR Website.**

#### DOWNTOWN BROOKLYN

81 Willoughby Street  
Brooklyn, NY 11201  
Tel: 718 - 522-9073

#### MIDTOWN MANHATTAN

1293 Broadway/One Herald Center  
New York, NY 10001  
Tel: 212-672-6450

#### NORTH MIAMI BEACH

3909 N.E. 163rd Street  
North Miami Beach, FL 33160  
Tel: 786-279-1740

#### HIALEAH

530 West 49th Street  
Hialeah, FL 33012  
Tel: 786-279-2643