



ASA COLLEGE PAID FAMILY LEAVE (PFL) POLICY AND PROCESS

ASA College insurance carrier (Lincoln Life & Annuity Company of NY) will receive and process requests for Paid Family Leave (PFL), and make your benefit payments.

I. WHAT YOU NEED TO DO TO REQUEST PAID FAMILY LEAVE (PFL):

- 1. Notify your employer.** When you want to take Paid Family Leave, you must notify your supervisor and ASA HR department at least 30 days before your leave will start, if it's foreseeable. Otherwise, notify your supervisor and HR as soon as possible.
- 2. Obtain required forms.** Paid Family Leave (PFL) Information, form completing Instructions and forms are located on main ASA HR web site:

QUALIFYING EVENTS & FORMS:

Bond with a newborn adopted or fostered child

Form PFL-1 - Request For Paid Family Leave.pdf

Form PFL-2 - Bonding Certification.pdf

Care for a family member with a serious health condition

Form PFL-1 - Request For Paid Family Leave.pdf

Form PFL-3 - Release Of Personal Health Information.pdf

Form PFL-4 - Health Care Provider Certification For Care Of Family Member.pdf

Assist family members due to another family member's active military duty or impending active duty abroad

Form PFL-1 - Request For Paid Family Leave.pdf

Form PFL-5 - Military Qualifying Event.pdf

Forms submissions should be directed to: *HR Department / asa_hr@asa.edu*

3. Complete and submit forms. Fill out the Request for Paid Family Leave (Form PFL-1), following the instructions on the cover sheet, make a copy for your records, and submit it to your HR Department. IF HR Department fails to respond, you may proceed to the next step below and submit all materials directly to ASA's Paid Family Leave insurance carrier.

4. Obtain and attach supporting documentation. The specific documentation and additional forms required for each type of leave are described on the request forms and listed below.

5. Submit your request forms and supporting documentation. Submit to ASA's Paid Family Leave insurance carrier. You can submit your claim before or within 30 days after the start of your leave. The insurance carrier must pay or deny your request within 18 calendar days of receiving your completed request.

If you have a complaint or dispute regarding Paid Family Leave benefits or wage deductions, please go to:

<https://www.ny.gov/new-york-state-paid-family-leave/paid-family-leave-information-employees%20-%20complaints>

for information and instructions. You can get more information about filing a claim by calling the Paid Family Leave toll-free helpline at (844) 337-6303.

Ia. REQUIRED SUPPORTING DOCUMENTATION:

When requesting Paid Family Leave, you will need to file a Request for Paid Family Leave form as well as documentation in support of your Paid Family Leave request. The specific documentation required varies based on the type of leave, as outlined below:

For the Birth of a Child:

The birth mother will need the following documentation:

- Birth certificate, or
- Documentation of pregnancy or birth from a health care provider (includes mother's name and due/birth dates).

A second parent will need the following documentation:

- Birth certificate, or if not available, a voluntary acknowledgment of paternity or court order of filiation; or
- A copy of documentation of pregnancy or birth from a health care provider (includes mother's name and due/birth dates) and a second document verifying the parent's relationship with the birth mother or child.

For Foster Care:

- Letter of placement issued by county or city department of social services or local voluntary agency
- If second parent is not named in documentation, a copy of that document plus a second document verifying relationship to the parent named in the foster care placement.

For Adoption:

- Legal evidence of adoption process
- If second parent is not named in legal documents, the second parent must provide a copy of the legal evidence of adoption process and a second document verifying the relationship to the parent named in the document.

For Leave to Care for a Family Member with a Serious Medical Condition:

- Certification from the care recipient's health care provider.



For Military-related Leave:

- US Department of Labor Military Family Leave Certification (Federal Military Leave Form)
- Copy of Military Duty Papers
- Other documentation supporting the reason for the leave (copy of meeting notice or other meeting documentation, ceremony details, rest and recuperation orders, etc.)

II. WHAT YOU NEED TO KNOW WHEN REQUESTING PFL:

1. Health Insurance Contribution: You must continue to pay your portion of the premium cost while on Paid Family Leave. ASA College requires a minimum of 5 business days advance contribution payment to be made by employee to ASA's Finance Department. Failure to pay contribution toward insurance premium after the 10th day of the month will result in the cancelation of the insurance coverage and offering of COBRA.

2. Relationship with other types of leave: Paid Family Leave (PFL) can be taken by employees who are eligible for time off under the provisions of the FMLA.

PFL will run concurrently with designated FMLA leave when the reason for leave qualifies under both PFL and FMLA. Eligible employees must then apply for both PFL and FMLA.

You may not receive Short-Term Disability and PFL benefits at the same time.

You may not take more than 26 combined weeks of Short-Term Disability and PFL in a 52-week period.

If you are unable to work and qualify for Workers' Compensation Benefits, you may not use Paid Family Leave (PFL) benefits at the same time as you are receiving Workers' Compensation benefits.

3. Accruing time for PFL eligibility: Time spent on paid vacation, sick or personal days (PTO) can be counted toward an employee's eligibility determination.

Employee contribution toward PFL during periods of Paid Time Off will continue via payroll deductions.

4. Supplementing PFL with Accrued Time: Employees may not supplement PFL with Accrued time.

5. Using accrued time off with PFL: Employees may not use accrued time off with PFL benefits.

6. Accrual of Paid Time Off while on PFL: While on PFL, employees will not continue to accrue sick, personal or vacation time.

7. Policy on spouses taking PFL: ASA College policy allows only one employee at a time to receive PFL to bond with the same child or care for the same family member.

III. CONTACTS:

ASA Paid Family Leave insurance carrier is:

Lincoln Life & Annuity Company of NY

8801 Indian Hills Drive

Omaha, NE 69114

Telephone number: (800) 423-2765

IV. DISPUTES:

If your Paid Family Leave (PFL) claim is denied, the insurance carrier will provide you with information about how to request arbitration. A neutral arbitrator will decide claim-related disputes.

Contact Insurance carrier:

Lincoln Life & Annuity Company of NY

8801 Indian Hills Drive

Omaha, NE 69114

Telephone number: (800) 423-2765

DOWNTOWN BROOKLYN

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

MIDTOWN MANHATTAN

1293 Broadway/One Herald Center
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Tel: 212-672-6450

NORTH MIAMI BEACH

3909 N.E. 163rd Street
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HIALEAH

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