FREE CHECKLIST

Taking Paid Family Leave to care for a loved one?

For a family member with a serious health condition. Use this checklist to get ready before you send in your application.

Not sure it qualifies? A serious health condition can be physical or mental. Care can include daily help, rides and emotional support. Ask us.

PFL = Paid Family Leave. **Carrier** = the insurance company handling your claim. **Provider** = your family member's health care provider.

1. Check that it fits

- [ ] The person is my spouse, partner, child, parent, in-law parent, grandparent, grandchild or sibling (or someone I act as a parent to).
- [ ] They have a serious health condition: a hospital stay, or ongoing treatment by a provider.
- [ ] I worked for my employer long enough (26 weeks in a row, or 175 days if under 20 hours a week).
- [ ] I told my employer 30 days ahead, or as soon as I could.

2. Gather your forms

- [ ] Form PFL-1 (my part filled out).
- [ ] Form PFL-4, provider certification (my part filled out, provider completes theirs).
- [ ] Form PFL-3: my family member gives it to their provider. Do not send it to the carrier.

3. Send it in

- [ ] My employer filled out their part of PFL-1 (they have 3 business days).
- [ ] I sent PFL-1 and PFL-4 to the insurance carrier within 30 days after my leave starts.
- [ ] I kept a copy and wrote down the date.

4. Double-check

- [ ] Nothing is missing: PFL-1 and PFL-4 are complete, with the provider's section filled in.
- [ ] I used the official forms. A doctor's note by itself is not an application.

Good to know

- PFL pays up to 12 weeks, at 67% of your average weekly wage up to a weekly maximum. The benefit is taxable.
- You can take leave all at once or in separate full days. If more than 3 months pass between days, you need a new request.
- Your job is protected while you are on PFL, and your health insurance can continue.

My key dates

Leave starts	PFL-1 given to my employer	Send to carrier by
		Deadline: 30 days after leave starts

Want every detail?

Get the full checklist with explanations, free:

nysdbladvisors.com/caregiver-paid-family-leave-checklist.html

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Free consultation. Email info@nysdbladvisors.com. No Social Security numbers or medical records by email.

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