FREE EMPLOYER CHECKLIST

An employee asked for Paid Family Leave?

Use this checklist the moment an employee tells you. It helps you meet your deadline and keeps their claim moving.

Part B is yours. Form PFL-1 has an employee section and an employer section (Part B). You complete Part B and return it.

PFL = Paid Family Leave. **Carrier** = your PFL insurance company. **NAM** = National Arbitration and Mediation.

1. When they tell you

- ☐ I wrote down the date they told me (30 days' notice if foreseeable, otherwise as soon as possible).
- ☐ I gave them the right forms. They send their request to the carrier, not to me.

2. Complete Part B of PFL-1

- ☐ I wrote down the date I received the form. I have 3 business days.
- ☐ I filled in Part B: last 8 weeks of gross wages and average weekly wage (total divided by 8). If I pay full wages and want reimbursement, I marked question 10.
- ☐ I returned the form to the employee and kept a copy.

3. During the leave

- ☐ The carrier generally pays or denies within 18 calendar days.
- ☐ Health insurance continues on the same terms. The employee keeps paying their share.
- ☐ If FMLA also applies, PFL runs at the same time, and I tell the employee.

4. When they come back

- ☐ Same job or a comparable one, with similar pay, benefits and terms.
- ☐ No firing, discipline or reduced pay or benefits for taking PFL.

Good to know

- If you are late, the employee can still send in the request without Part B. Returning it on time keeps their claim moving.
- The employee sends the request to the carrier, not to you.
- If an employee disagrees with a claim decision, send them to the carrier or to NAM for review.

This request

Employee	Date I received PFL-1	Return to employee by
		Deadline: 3 business days after you receive it

Want every detail?

Get the full checklist with explanations, free:

nysdbladvisors.com/employee-asked-for-paid-family-leave-checklist.html

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