FREE EMPLOYER CHECKLIST

Is your New York business ready for Paid Family Leave?

A quick check for business owners. Use this checklist to see what you have in place and what is missing.

Not sure where you stand? We offer a free review of your setup. Just ask.

PFL = Paid Family Leave. **DBL** = NY short-term disability. **Carrier** = your PFL/DBL insurance company.

1. Coverage

- [ ] I have DBL insurance with PFL coverage (usually a rider on the DBL policy).
- [ ] I know who my carrier is. Employees send PFL requests there.

2. Employees and deductions

- [ ] I offer waiver forms before I withhold contributions, and I keep signed waivers on file.
- [ ] I withhold only at the state's yearly rate, up to the annual maximum.
- [ ] I told employees before I started withholding.

3. Notices and information

- [ ] Notice of Compliance (PFL-120) is posted in plain view.
- [ ] PFL information is in my handbook or written guidance.
- [ ] Statement of Rights (PFL-271S) and PFL request forms are available.

4. Protecting employees

- [ ] No discrimination or retaliation for requesting or taking PFL.
- [ ] Someone here knows the 3-business-day deadline for returning PFL-1.

Good to know

- Most private employers with one or more NY employees must carry PFL, usually added to the DBL policy.
- Employees send PFL requests to the carrier, not to you. You complete Part B of form PFL-1 within 3 business days.
- Employees keep health insurance on the same terms during leave and return to the same or a comparable job.

My coverage details

My insurance carrier	Policy renews on	Notice posted on

Want every detail?

Get the full checklist with explanations, free:

nysdbladvisors.com/employer-paid-family-leave-compliance-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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