FREE CHECKLIST

Paid Family Leave Checklist for New Parents in New York

Check off each step before you submit your Paid Family Leave application to bond with a new baby, a newly adopted child or a foster child.

PFL = Paid Family Leave (paid time off to bond with your child). **DBL** = New York short-term disability (pays while you recover from your own medical condition, including childbirth). **Carrier** = the insurance company that handles your claim.

1. Check that you qualify and plan your dates

- [ ] I've worked for my employer long enough: at least 26 weeks in a row if I work 20 or more hours a week, or 175 days worked if I work fewer than 20 hours a week.
- [ ] My leave starts after my child is born, adopted or placed with me. Bonding leave can't start before the birth.
- [ ] I will take my bonding leave within 12 months after the birth, adoption or foster placement.
- [ ] If I'm giving birth: I know that DBL pays while I recover and PFL pays while I bond with my baby. I can't get both at the same time, so I've picked the dates for each. DBL usually comes first, then PFL. DBL has a 7-day waiting period with no pay (payments start on the eighth day), so plan for that gap.
- [ ] I know there's a combined limit: DBL and PFL together can't add up to more than 26 weeks in any 52-week period.
- [ ] I told my employer about my leave at least 30 days before it starts if I knew ahead of time, or as soon as I could.

2. Gather your documents

- [ ] Form PFL-1, "Request for Paid Family Leave." I filled out my part. My employer fills out their part.
- [ ] Form PFL-2, "Bonding Certification," filled out.
- [ ] Proof of my child's birth, adoption or foster placement. For a birth: a birth certificate or a health care provider's certification. For an adoption: court documents. For foster care: the placement letter. (The PFL-2 packet lists what's accepted.)
- [ ] If I'm the other parent: proof of my relationship to the child, such as a birth certificate, an acknowledgment of parentage or a court order, or proof of marriage or domestic partnership with the birth parent.
- [ ] My employer's name and my start date, for the forms.
- [ ] Any letters I've received from the insurance carrier.

3. Send it in

- [ ] I gave form PFL-1 to my employer to fill out their part. They must return it within 3 business days. If they don't, I can send in my part without it.
- [ ] Before sending, I checked that every section is filled in and signed, with nothing left blank.
- [ ] I sent everything (PFL-1, PFL-2 and proof) to my employer's insurance carrier no later than 30 days after my leave starts.
- [ ] I kept a copy of everything and wrote down the date I sent it.
- [ ] I know the carrier generally has 18 days to approve or deny my claim after it receives my complete request.

4. Double-check before you send

- [ ] Nothing is missing: every form and every piece of proof is included.
- [ ] I used the official forms, PFL-1 and PFL-2. A doctor's note by itself is not an application.
- [ ] My employer's section is completely filled in, with no blanks.
- [ ] My name, dates and signatures are the same on every page.

My key dates

Birth, adoption or placement date: _____

My leave starts: _____

PFL-1 given to my employer: _____

Send to the carrier by (30 days after my leave starts): _____

Want a second set of eyes before you submit?
Free eligibility check and consultation. Email info@nysdbladvisors.com

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