

MEA 2024 Presentation

Paid Parental Leave/Paid Family Leave for
Managers and Original Jurisdiction Employees

Welcome

Introductions:

Citywide Personnel Policy Team

Chikera Beckford, Director

Karen Francis-Moorer, Deputy Director

Agenda: [Mayor's Personnel Orders \(MPO\) 2024/1 and 2024/2 Updates](#)

- [We will provide you with an overview of these policies including its provisions and what's changed.](#)
- [PSB 420-5 Paid Parental Leave for Managers and Original Jurisdiction Employees](#)
- [PSB 440-16 Paid Family Leave for Represented Employees, Managers and Original Jurisdiction Employees](#)

MPO 2024/1 and 2024/2

- MPO 2024/1 and 2024/2 expanded the City's **Paid Parental Leave (PPL)** program for Managers and Original Jurisdiction Employees (OJs) from 30 days to 12 weeks per rolling 12-month period effective February 2, 2024.
- In addition, Managers and OJs became eligible for the City's **Paid Family Leave Program (PFL)** effective May 5, 2024.



Paid Parental Leave (PPL)

PPL provides up to 12 weeks of paid leave in a rolling 12-month period to Managers and Original Jurisdiction (OJ) employees for the birth of a child (biological parent), or placement of a child to an eligible employee for either adoption or foster care.

Eligibility: Must be a Manager or OJ in Mayoral agencies or Non-Mayoral agencies that have opted into the City's PPL Program



Paid Parental Leave (PPL)



General Provisions

- PPL can be used immediately after hire as long as the qualifying event occurs on or after the date the employee starts working.
- PPL must be used within 6 months after the 1st day of usage and cannot be used later than 1 year of the qualifying event.
- The benefit can be used intermittently in full day increments only.
- Employees are not required to use accrued sick or annual leave.
- Employees will accrue annual and sick leave during PPL however, it will not be credited until the employee returns.
- Can only be used once per rolling 12-month period.

PPL – What Changed?

General Provision Changes

- Employee is no longer required to pay back the benefit if they do not return to City service for six months.
- PPL will run concurrently with FMLA and/or PFL, if applicable.
- Effective May 5, 2024, an employee must apply for Paid Family Leave (PFL) as a condition of eligibility for Paid Parental Leave. PFL will run concurrently with PPL.

Note:

💡 Employees who have received 30 days of PPL prior to the expansion, may be eligible for additional time (please refer to the chart in [PSB 420-5](#)) depending on when the event occurred.





Paid Family Leave (PFL)

Is an employee funded insurance policy that provides job-protected, paid time off to bond with either a newly born, adopted, or foster child, to care for a family member with a serious health condition, including preparation and recovery from surgery related to organ or tissue donation; or to assist loved ones when a family member is deployed in a foreign country on active military service.

Eligibility:

- The employee is in a represented title, in a union that has opted into the program.
- The employee is a Manager or Original Jurisdiction (OJ) Employee (Eff: May 5, 2024).

Paid Family Leave (PFL)

General Provisions

- Covered family members: child, sibling, parent, parent-in-law, grandparent, grandchild, spouse, domestic partner (does not require legal registration), or other adult responsible for a child in place of parents.
- PFL can be used during the first 12 months after the child's birth (not available for prenatal conditions) placement of the child for adoption, or foster care.
- PFL can be used before the actual placement or adoption of a child if an absence from work is required for the placement, adoption or foster care to proceed.
- PFL benefits may not be used for an employee's own health condition (see COVID-19 exception).
- Paid through payroll deduction; Information regarding annual benefit rates and deductions can be found in the PFL PSB
- Employees may choose to use annual leave balances or receive payment from the insurance carrier.
- PFL runs concurrently with FMLA if the qualifying event is covered by both policies.

PFL – What Changed?

General Provision Changes:

Employee will not be eligible for PFL benefits for any family leave that began before PFL became effective.

For Managers and OJs who are eligible for both Paid Parental Leave (PPL) and FMLA, PFL will run concurrently with PPL and FMLA. The agency should inform the employee at the time of the initial request. Filing for PFL, where eligible, is a requirement of filing for PPL.

All required documentation should be submitted to the agency's Human Resources Department (HR). HR will forward all documentation to the insurance carrier.





THANK YOU



**Questions regarding
these policies should
be directed to the
employee's HR
department.**

DCAS

Thank You



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Benefit Plan Design – NY PFL For Managers and Original Jurisdiction Employees (OJs)

Paid Family Leave Benefits for 2024

Weekly benefit payment is a percent of wages up to a maximum of:

\$1,151.16/week

up to a maximum total benefit of \$13,813.92

Benefit Calculation:

67% of the employee's average weekly wage up to the cap

2024 state average weekly wage: \$1,718.15

12 weeks

Or Up to

60 Days

If taken intermittently
and dependent on the
average work week

Child Bonding
Care for family member
Military exigency

Paid Family Leave Benefits, Qualifying Events and Eligibility

NY PFL benefits that provides job protection and wage replacement for

Child bonding

(natural birth, adoption or foster).

Family Caregiver

When a covered family member has a serious health conditions.

- Spouse
- Domestic Partner
- Child
- Parents/
Parents-in-law
- Grandparents/
Grandchild
- Siblings

Military Exigency

When a covered family member is called to active service overseas.

Full-time employees (regularly work 20+ hours/week), will be eligible for the coverage after 26 consecutive weeks of covered NY employment.
Or
Part-time (regularly work less than 20 hours/week), after 175 working days of covered NY employment.

Funding & Costs – Rates for 2024

Community Rate

City of New York uses the NY State published community rate as the premium for the NY PFL product
Rates for 2024

- Maximum Wage : \$1,718.15 per week (appx \$89,000 annually)
- NY PFL Community Rate: 0.373%
- Maximum Employee Contribution: \$333.25 per year
- 2024 state average weekly wage: \$1,718.15



Reminder: NY PFL payroll deduction follows the same method used for FICA tax deductions

Claim Submission – Best Practices

Life Cycle of Claim Filing Process & Forms



- **Form PFL-1 (To be completed by Employee)**
 - Complete PFL-1, Part A & Provide PFL-1 to employer
 - **Form PFL-1, Part B (To be Completed by Employer and returns to employee within 3 days.)**
 - **For PPL leave absence- Paid Parental Leave Form (HC-0007)**
 - **Form PFL-2 (Bonding Certification- For Child Bonding Claims)**
 - **Form PFL-3 (For Care for Family member claims, Health Care information to be provided)** Care recipient's health care provider keeps PFL-3
 - **Form PFL-4 (For Care for Family member claim)** Health Care provider of the Care recipients to complete PFL-4 and returns to the employee
 - **Form PFL-5 (Military Qualifying Event Claims)**
- Send forms and documents**
- Send completed forms and supporting documentation to Agency HR.
 - Insurance carrier accepts or denies claim within 18 days

Absolve Claims Process and Portal Information



Submitting a Claim

Submission Tips

Advance Notice

- Where the leave is foreseeable, you must give your Employer at least 30 calendar days' notice before the leave begins. If your absence is unscheduled, please follow your normal call-out procedure.
- A claim cannot be approved until the 1st absence day of the claim
- It is your responsibility to notify your agency if there are any changes to the agreed-upon schedule
- You should request a PFL package from your agency's HR and complete the request for Family Leave.
- Employee who is eligible for Paid Parental Leave, must request for (Form HC-0007) from your agency's HR.
- For all PFL Claims, Employee should complete (Form PFL-1 Part A), Employer to complete (Form PFL-1 Part B)

And to complete other appropriate PFL forms:

- For Child Bonding Claims – You should complete (PPL Form HC-0007 & Form PFL- 2).
- For Care for Family Member – You should complete (Form PFL–3 & PFL -4).
- For Military Exigency- You should complete (Form PFL- 5)

Employees to submit the required Forms & supporting documentation to your agency's HR, who will in turn submit it to the insurance carrier.

Submitting a Claim (Cont'd)

Submission Tips

Filing a Claim

- Claims should be filed and submitted to your Agency HR within 30 days of the first absence needed for the NY PFL & PPL.
- Approved time can be for a full day or for continuous leave
 - If an employee works part of the day, it is not approved for PFL benefit payment
 - PFL benefits are only available in full day increments
- As part of Benefit Coordination Process - (Employer Paid Parental Leave and PFL Child Bonding Leave) Eligible PPL leave will be paid by the Employer directly at full pay, employees must apply through their agency HR/Absolve to effectuate all necessary application and documentation.



Paid Family Leave Useful Tools & Resources



PFL Useful Links & Email and Contact number

Click here to view City of NY- NY PFL benefits information site- [City of New York PFL | MetLife](#)

Click here to activate the AbSolve Claims Information Portal – [Absolve Portal Activation](#)

(Note: claimants must already be in the AbSolve system)

After the claim has been approved and submitted by your agency, click here to Login to the AbSolve Claims Information Portal – [AbSolve Claims Portal](#)

Click here for the New York Paid Family Leave Website – <https://paidfamilyleave.ny.gov/2024>

Click here for the NY PFL PSB 440-16.

https://www1.nyc.gov/assets/dcas/downloads/pdf/reports/440_16.pdf

Click here for the PPL for Managers and OJS- PSB 420-5.

https://www.nyc.gov/assets/dcas/downloads/pdf/reports/420_5.pdf

Have a question or want to report a claim, Call or email

AbSolve at – 1-800-401-2691 NYPFL@absencesolved.com

Paid Family Leave Useful Tools & Resources- Cont'd



AbSolve Portal Registration – *Once You Have Filed Your Claim*

- To register & activate your Portal access click here [Absolve Portal Activation](#)
- Your email address will serve as your username for logging into the Portal
- Once you have activated your access you will receive a notification email from – manager.access.requests@absencesolved.com
- The email will contain a Link that you will be instructed to click on
- Once you click on the Link you will be asked to change your password
- Enter a password and re-enter it to verify
- Then hit “Change Password”
- You will be taken directly to the Portal

Easy Claim Filing Process for Faster Payments

STEP 1 Request your PFL package

You should request a PFL package from your agency's HR and complete the Request for Family Leave (Form PFL-1) & in case you are applying for Bonding leave ensure to complete Paid Parental Leave (Form HC-0007)

You can get other appropriate PFL Forms--(2-5) from AbSolve.

The specific documentation required varies based on the type of leave. There is a separate PFL-1 form for each type of leave. Click here for more details –

https://www1.nyc.gov/assets/dcas/downloads/pdf/reports/440_16.pdf

STEP 2 Know when it's time to call

Once your PFL is approved, call us at the above number for next steps.

STEP 3 Have your information ready

- Employee identification number and other personal details
- Your last day of work and manager's contact information
- Your doctor's contact information including email and/or fax number

Easy Claim Filing Process for Faster Payments Cont'd

STEP 4 Call, email, or fax us to file a claim

With your information in hand, call 1-800-401-2691, or email NYPFL@absencesolved.com, or fax 800-728-7028 to file a claim. Experts who specialize in Paid Family Leave benefits are available to answer your questions and guide you through the entire process from 8:30am until 5:00pm EST, Monday – Friday.

For any further questions related to Filing Claim Leave- 1) Contact Agency HR 2) Contact Absolve Customer Service- Monday through Friday from 8:30 a.m. to 5:00 p.m. by dialing (800) 401-2691. or *email address your Claim inquiry-* NYPFL@absencesolved.com

Dedicated Paid Family Leave Specialists are available to assist you Monday through Friday from 8:30 a.m. to 5:00 p.m. by dialing (800) 401-2691.

AbSolve Portal Login Page & Dashboard

The PROD portal login page is <https://alera.my.site.com/>. Screen shot of the portal and Dashboard.

Login

 Remember Email

Password problems?

Logging in for the first time?

Forgot Password

Activate Login

App Version 20.0

AbSolve Portal Login Page & Dashboard

The PROD portal login page is <https://alera.my.site.com/>. Screen shot of the portal and Dashboard.



Absence Claims

View existing claims 1 >

This widget displays the 'Absence Claims' section. It features a calendar icon and a link to 'View existing claims' with a notification badge showing the number '1' and a right-pointing arrow.



Absence Time Summary

New York Paid Family Regulations

Parents (11 hours)

1 week 10 hours

- Pending
- Approved
- Rejected
- Remaining

This widget displays the 'Absence Time Summary' for 'New York Paid Family'. It includes a 'Regulations' link with an external icon. A pie chart shows the distribution of absence types: 'Parents (11 hours)' (blue), '1 week 10 hours' (green), and 'Remaining' (light blue). A legend on the right identifies the colors: Pending (light green), Approved (green), Rejected (red), and Remaining (light blue).

AbSolve Portal Login Page & Dashboard

The PROD portal login page is <https://alera.my.site.com/>. Screen shot of the portal and Dashboard.

Absence AC-24-097123

Reason	Bonding
Leave Type	Continuous
Status	Open
Created	Mon, Mar 18, 2024
Return to Work	


Dates Summary

Mon, Apr 1, 2024 Tue, Apr 30, 2024

4 weeks 16 hours

Start	End	Duration	Status
Mon, Apr 1, 2024	Tue, Apr 30, 2024	4 weeks 16 hours	Pending

Dates Detail

New York Paid Family Regulations 

Continuous

Start	End	Duration	Status
Mon, Apr 1, 2024	Tue, Apr 30, 2024	4 weeks 16 hours	Pending

Certifications Received

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Attached Files

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Questions?

Appendix

NY PFL Coordination with Other Benefits

Leave Reason	NY PFL	PPL	FMLA
Employee has complications to pregnancy	No	No	Yes
Employee has a serious health condition requiring multiple days-weeks-months away from work (including acting as a bone/organ donor)	No	No	Yes
Employee is injured at work	No	No	Yes
Employee is bonding with a newborn, fostering and/or adopting a child under-age 18	Yes	Yes	Yes
Employee needs to care for a grandparent or grandchild with a serious health condition	Yes Unless leave balances are used	No	No
Employee needs to care for a grandparent, sibling, grandchild, or affinity family member with a serious health condition	Yes Unless leave balances are used	No	No
Employee is impacted by family violence (medical or non-medical reason)	No	No	Yes- if medical No-if non-medical
Former employee receiving unemployment (less than 90 days post termination) has a qualifying event	No	No	No

Paid Parental Leave & PFL Forms

NYC DCAS
Citywide Administrative Services

Request for Leave under Paid Parental Leave

Employee's Name _____ Employee's Title _____

Name of Agency _____ Employee's Salary _____

Work Location _____

I am requesting Paid Parental Leave for (Check one):

1. Child care due to (Check one):

a. Birth of child

b. Placement of child for adoption

Name of child: _____ Age of child: _____

c. Placement of child for foster care

Name of child: _____ Age of child: _____

2. Check here if intermittent leave is being requested.

3. Check here if you're on a part-time schedule (entitlement will be pro-rated)

Date of commencement of leave _____

Probable date of return to work _____

All requests for leave under the Paid Parental Leave require appropriate documentation and filing for Paid Family Leave, where applicable.

HC-0007 (R. 3-5-24)

NYC DCAS
Citywide Administrative Services

ACKNOWLEDGEMENT

1. I understand that, in order to receive payment through Paid Parental Leave, I must certify that I am the person identified on the child(ren)'s birth certificate, adoption certificate or certified copy of a foreign adoption order that has been registered in New York State, or certified copies of initial and continuing family court orders of foster care placement. I understand that I am responsible for submitting such documentation within 30 calendar days from the Employer's request, where practicable.

2. I understand that, while PPL provides a greater benefit than PFL, where applicable, my Paid Family Leave (PFL) benefits will run concurrently with PPL and that I must complete the PFL form. The PFL-1 form must be completed here: [pfl_1_form_for_bonding.pdf\(nyc.gov\)](#). An employee who returns from Paid Parental Leave must be restored to their previous position or to an equivalent position.

3. I understand and agree that, where the qualifying event is the placement of a child for adoption or foster care, should the adoption or foster care placement cease during the PPL period, I will immediately notify the appropriate agency representative (as identified by my agency) and either return to work or apply to use other leave as appropriate.

Employee's Signature _____ Date _____

For HR Use Only

Employee is approved for Paid Parental Leave, please credit his/her leave bank with _____ hours of leave.

The employee has _____ hours of PFL remaining.

The employee has _____ hours of FMLA remaining.

HR Representative Signature _____ Date _____

For Timekeeping Use Only (Timekeepers: Please refer to the Citytime Bulletin for Paid Parental Leave procedures)

Employee's Start Date for PPL _____ Employee's End Date for PPL _____

Timekeeper's Signature _____ Date _____

HC-0007 (R. 3-5-24)

ABSOLVE ABSENCE SOLUTIONS **Applying For Paid Family Leave – Bonding**
(Form PFL-1)

To Use Paid Family Leave To:

Bond with a newborn, a newly adopted or fostered child

Complete Form PFL-1

- Complete PFL-1, Part A
- Provide PFL-1 to employer
- Employer completes PFL-1, Part B and returns to you within 3 days

Complete Form PFL-2

- Complete PFL-2 and collect supporting documentation

Send forms and documents

- Send completed forms and supporting documentation to insurance carrier
- Insurance carrier accepts or denies claim within 18 days

Please keep a copy of all pages for your records.

Send completed form to:

Absolve as Administrator for Metropolitan Life Insurance Co.
P.O. Box 1528
Mt. Laurel, NJ 08054
Email: NYPFL@absolvesolutions.com

ABSOLVE ABSENCE SOLUTIONS **Applying For Paid Family Leave – Care for Family Member**
(Form PFL-1)

To Use Paid Family Leave To:

Care for a family member with a serious health condition

Complete Form PFL-1

- Complete PFL-1, Part A
- Provide PFL-1 to employer
- Employer completes PFL-1, Part B and returns to you within 3 days

Complete Form PFL-3

- Care recipient completes PFL-3 and provides to health care provider
- Care recipient's health care provider keeps PFL-3

Complete Form PFL-4

- Complete "Employee" information at the top of PFL-4
- Provide PFL-4 to care recipient's health care provider
- Care recipient's health care provider completes PFL-4 and returns to you

Send forms and documents

- Send completed forms and supporting documentation to insurance carrier
- Insurance carrier accepts or denies claim within 18 days

Please keep a copy of all pages for your records.

Send completed form to:

Absolve as Administrator for Metropolitan Life Insurance Co.
P.O. Box 1528
Mt. Laurel, NJ 08054
Email: NYPFL@absolvesolutions.com or Fax: 800.728.7028

For inquiries:
Please call 800.401.2691

ABSOLVE ABSENCE SOLUTIONS **Applying For Paid Family Leave – Military**
(Form PFL-1)

To Use Paid Family Leave To:

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

Complete Form PFL-1

- Complete PFL-1, Part A
- Provide PFL-1 to employer
- Employer completes PFL-1, Part B and returns to you within 3 days

Complete Form PFL-5

- Complete PFL-5 and collect supporting documentation

Send forms and documents

- Send completed forms and supporting documentation to insurance carrier
- Insurance carrier accepts or denies claim within 18 days

Please keep a copy of all pages for your records.

Send completed form to:

Absolve as Administrator for Metropolitan Life Insurance Co.
P.O. Box 1528
Mt. Laurel, NJ 08054
Email: NYPFL@absolvesolutions.com or Fax: 800.728.7028

For inquiries:
Please call 800.401.2691



New Paid Family Leave Benefits for 2024

Qualifying Events	Benefit Formula	Maximum & Minimum Benefit for 2024	Benefit Duration	Eligibility	Covered Family Members	2024 Community Rate
<p>Child bonding (natural birth, adoption or foster).</p> <p>Care for sick family</p> <p>Military exigency (When a covered family member is called to active service overseas)</p>	<p>67% of average weekly wage based on previous 8 weeks earnings up to cap</p>	<p>Maximum weekly benefits \$1,151.16</p> <p>Maximum annual benefit in 2024 if you receive for the full 12 weeks \$ 13,813.92 (\$1151.16 x 12)</p> <p>Minimum weekly benefits \$ 100/weekly or the employee's actual weekly wage if \$100 or less.</p>	<p>12 Weeks Or 60 days</p> <p>Maximum if taken intermittently and dependent on the average work week.</p>	<p>Full-time employees (regularly work 20+ hours/week), will be eligible for the coverage after 26 consecutive weeks of covered NY employment.</p> <p>Or</p> <p>Part-time (regularly work less than 20 hours/week), after 175 working days of covered NY employment.</p>	<ul style="list-style-type: none"> • Spouse • Domestic Partner • Child • Parents/ Parents-in –law • Grandparents/ Grandchild • Siblings 	<p>Maximum Wage \$89,000</p> <p>NY PFL Total Premium Rate is 0.373% in 2024</p> <p>Maximum Employee Annual Contribution: \$333.25 in 2024</p> <p>2024 state average weekly wage: \$1,718.15</p>