



New York Paid Family Leave Compliance Preparedness

Self-Assessment Checklist

Use this check list to conduct an employer self-assessment to determine NY PFL compliance preparedness.

- purchase NY PFL benefit coverage or receive approval from New York to self-insure New York PFL benefits
- create and distribute your required New York PFL policy or written guidance to your New York workforce, which includes information about employee notice requirements, eligibility, contributions, waiver options, claim filing, and rights and responsibilities
- determine which employees are eligible for NY PFL benefits, including such considerations as:
 - providing the waiver options for certain employees; and
 - employees who work part of their time in New York and part of their time in another state
- coordinate employee contributions with your payroll process, including taxation of the NY PFL benefit and receiving contributions while the employee is out on leave
- develop coordination and concurrency between NY PFL claims and:
 - federal Family and Medical Leave (FMLA) entitlement;
 - your other paid time off benefits such as vacation, PTO, parental leave, and/or New York City Earned Sick Time; and
 - New York disability leave benefits (NY DBL)
- review your NY PFL carrier's or administrator's forms, including the new denial of benefits form PFL-CR-001
 - post notice of NY PFL compliance in your workplace; the form PFL-120 compliance poster, including the Spanish version, is available

Jackson Lewis can help employers coordinate NY PFL policies and administration with other employer benefits and federal, state, and local paid and unpaid leave laws as well as navigate the nuances of the NY PFL law. If you are self-insuring NY DBL benefits, Jackson Lewis attorneys can help develop a claims administration process and answer any day-to-day questions that may arise.