**Instructions for Submitting Your New York Paid Family Leave Claim Form**
Send completed PFL claim forms to:

Mutual of Omaha Insurance Company c/o Maxon Administrators, Inc.
PO Box 606
Neversink, NY 12765
(800) 999-3309

You can also submit your PFL claim form via Fax or E-mail. To do this, simply submit your claim to:
Fax: 845-985-0238
E-mail: claims@maxonco.com.

PFL claim forms can be found at www.mutualofomaha.com/support/forms and select New York as your state.

Sincerely,

Mutual of Omaha Insurance Company

# How to Request Paid Family Leave

to provide assistance when a family member is deployed

NEW YORK STATE | Paid Family Leave

## Before you apply

- ☐ **Check the eligibility requirements for Paid Family Leave.** (See next page or visit **PaidFamilyLeave.ny.gov**)
- ☐ **Plan your leave.** Leave can be taken either all at once or intermittently, but must be taken in full-day increments.
- ☐ **Notify your employer at least 30 days before the start of leave, if foreseeable; otherwise, notify your employer as soon as possible.**

## Complete your forms and attach required documentation

- ☐ **Complete the *Request for Paid Family Leave (Form PFL-1)***
  - ☐ Fill out your section, make a copy, and give the form to your employer to fill out *Part B*.
  - ☐ Your employer is required to return *Form PFL-1* to you within three business days. If there is a delay, you do not have to wait to proceed. Send the *Form PFL-1* that you have filled out, along with the rest of your request package, directly to the insurance carrier.
- ☐ **Complete the *Military Qualifying Event (Form PFL-5)***
  Complete *Form PFL-5* and attach the required documentation. (See next page for details.)

## Submit to your employer's insurance carrier

- ☐ **You must submit your completed request package within 30 days after the start of your leave to avoid losing benefits.**

  **Keep a copy of all forms and documentation for your records.**

Mail or fax your *Form PFL-1*, *Form PFL-5*, and required documentation to your employer's insurance carrier.

To find out who your employer's insurance carrier is, you can:

- Look for the Paid Family Leave poster in your workplace.
- Ask your employer.
- Use the employer coverage search application on **wcb.ny.gov** to look up your employer's Paid Family Leave insurance carrier.

If you cannot find your employer's insurance carrier, call the Paid Family Leave Helpline for assistance: **(844) 337-6303** (Monday through Friday, 8:30 a.m. to 4:30 p.m.)

Please do NOT submit your request package to the NYS Workers' Compensation Board.

**It is YOUR responsibility to submit the forms to the insurance carrier. It is NOT your employer's responsibility.**

## Important to know

In most cases, the insurance carrier must pay or deny benefits within 18 days of receiving your completed request or your first day of leave, whichever is later. Your request cannot be considered incomplete solely because your employer did not fill out *Part B* of *Form PFL-1* within three business days.

If the carrier denies or fails to timely pay your benefits, or you have any other claim-related dispute, you may request to have the carrier's actions reviewed. More information can be found at **nyspfla.com**.

Complaints about employer discrimination or retaliation are resolved by a Workers' Compensation Board Law Judge after a hearing. If you believe that your employer has discriminated or retaliated against you for taking or requesting Paid Family Leave, visit **PaidFamilyLeave.ny.gov** or contact **(844) 337-6303**.

## Eligibility

- You can take job-protected, paid time off to assist when a family member is deployed abroad on active military service. You can take Paid Family Leave for the same reasons you can take military-related leave under the federal Family and Medical Leave Act (FMLA), which may include:
  - Short-notice military deployment
  - Military events, which may include official ceremonies or informational briefings related to the active duty
  - Military member's Rest and Recuperation
  - Military member's Counseling
  - Post-deployment activities, which may include arrival ceremonies and reintegration events
  - Making financial/legal arrangements
  - Making child care arrangements for the military member's child
- The family members you can take leave to assist are your:
  - spouse
  - domestic partner
  - child/stepchild
  - parent/stepparent
  - parent-in-law
- Most employees who are employed in New York State for private employers are covered under Paid Family Leave.
  - **Full-time employees:** If you regularly work 20 or more hours per week for a covered employer, you are eligible after 26 consecutive weeks of employment with your employer.
  - **Part-time employees:** If you regularly work fewer than 20 hours per week for a covered employer, you are eligible after working 175 days for your employer, which do not need to be consecutive.
- Non-represented public employees may be covered if their employer has voluntarily opted in to provide the benefit. Union-represented public employees will only be covered if the benefit has been negotiated through collective bargaining.
- Citizenship and/or immigration status is not a factor in employee eligibility.
- If you believe you are eligible, you can apply for Paid Family Leave and the insurance carrier will make a determination.
- If you have questions about eligibility rules, call the PFL Helpline at **(844) 337-6303**.

## Required Documentation

You will need to verify your family member's service with one of the following:

- Covered active duty orders.
- A letter from the military unit documenting impending call or order to covered duty.
- Documentation of military leave signed by the approval authority for the military member's Rest and Recuperation.

If leave is requested to meet with a third party, you must provide documentation of the meeting that includes the following:

- The name, address and contact information of the individual or entity with whom you are meeting.
- A description of the meeting.

The last page of Form PFL-5 has a template you can use to document these meetings.

**REMEMBER:** It is YOUR responsibility to submit the forms to the insurance carrier. It is NOT your employer's responsibility.

NEW YORK STATE | Paid Family Leave

# Request For Paid Family Leave (Form PFL-1) Instructions

- To request PFL, the employee requesting PFL must complete Part A of the *Request For Paid Family Leave (Form PFL-1)*. All items on the form are required unless noted as optional. The employee then provides the form to the employer to complete Part B.
- The employer completes Part B of the *Request For Paid Family Leave (Form PFL-1)* and returns it to the employee within three days.
- Additional forms are required depending on the type of leave being requested. The employee requesting leave is responsible for the completion of these forms.
- **The employee submits the completed *Request For Paid Family Leave (Form PFL-1)* with the required additional form to the employer's PFL insurance carrier listed on Part B of *Request For Paid Family Leave (Form PFL-1)*. The employee should retain a copy of each submitted form for their records.**

## PART A - EMPLOYEE INFORMATION (to be completed by the employee)

**The employee requesting PFL must complete all required information.**

### Paid Family Leave (PFL) Request (to be completed by the employee)

**Question 12:** A child is defined as a biological, adopted, or foster son or daughter, a stepson or stepdaughter, a legal ward, a son or daughter of a domestic partner, or the person to whom the employee stands in loco parentis. A parent is defined as a biological, foster, or adoptive parent, parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

**Questions 13:** If dates are "Continuous", the employee must provide the start and end dates of the requested PFL. These dates should be the actual dates that the PFL will begin and end. If uncertain, estimate the start and end dates and indicate "Dates are estimated". If dates are "Periodic", enter the dates PFL will be taken. Please be as specific as possible. If the dates are unknown or estimated, indicate "Dates are estimated".

If dates are estimated, the PFL carrier may require you to submit a request for payment **after** the PFL day is taken. Payment for approved claims will be due as soon as possible but in no event more than 18 days from the date of the completed request.

**Question 14:** If the employee is submitting the PFL request to their employer with less than 30 days' advance notice from the start date of the PFL, the employee must explain why 30 days' notice could not be given. If the explanation will not fit in the space provided on the form, enter "See Attached" and add an attachment with the explanation. Be sure to include the employee's full name and their date of birth at the top of the attachment.

### Employment Information (to be completed by the employee)

**Question 16:** Enter the date of hire to the best of the employee's recollection. If it has been more than a year since the date of hire, entering the year in which employment started is sufficient.

**Question 18:** Enter the best estimate of average gross weekly wage. Include only the wages earned from the employer listed on this request form. **The gross weekly wage is the total weekly pay - including overtime, tips, bonuses and commissions - before any deductions are made by the employer,** such as federal and state taxes. If the employer is not able to supply this information, the employee can calculate their gross weekly wage as follows:

**Step 1:** Add all gross wages received (before any deductions) over the last eight weeks prior to the start of PFL, including overtime and tips earned. *(See Step 3 for instructions for calculating bonuses and/or commissions.)*

**Step 2:** Divide the gross wages calculated in step one by eight (or the number of weeks worked if less than eight) to calculate the average weekly wage.

**Step 3:** If the employee received bonuses and/or commissions during the 52 weeks preceding PFL, add the prorated weekly amount to the average weekly wage. To determine the prorated weekly amount, add all bonuses/commissions earned in the preceding 52 weeks and then divide by 52.

Example of a gross weekly wage calculation:

| | | |
|---|---|---|
| Week 1 - Gross wage including overtime | | $550 |
| Week 2 - Gross wage | | $500 |
| Week 3 - Gross wage | | $500 |
| Week 4 - Gross wage | | $500 |
| Week 5 - Gross wage | | $500 |
| Week 6 - Gross wage | | $500 |
| Week 7 - Gross wage, including overtime | | $600 |
| Week 8 - Gross wage, including overtime | + | $550 |
| Total = | | $4,200 |
| Divide by 8 | ÷ | 8 |
| Average Weekly Wage = | | $525 |
| Bonus earned in preceding 52 weeks | | $2,600 |
| Divide by 52 | ÷ | 52 |
| Prorated Weekly Bonus = | | $50 |

*Form PFL-1 Instructions continued on next page*



If you need assistance, please call (844) 337-6303
www.ny.gov/PaidFamilyLeave

DO NOT SCAN

## PART A - EMPLOYEE INFORMATION (to be completed by the employee) - continued from prior page

*Form PFL-1 Instructions continued from prior page*

| | | |
|---|---|---|
| Average Weekly Wage | | $525 |
| Prorated Weekly Bonus | + | $50 |
| **Average Weekly Wage (including bonus) =** | | **$575** |

Please note that the employer is also required to provide this information in Part B of the *Request For Paid Family Leave (Form PFL-1)*.

**If you are pre-submitting form:** Indicate if the employee is pre-submitting their PFL request. Pre-submitting is defined as submitting the application in advance of an upcoming qualifying event, with certain required information missing due to the information being unknown at the time of the submitting. If pre-submitting is permitted by the carrier or self-insured employer, the missing information must be supplied as soon as it is known. Benefits cannot be determined until all of the required information is provided.

The PFL insurance carrier or self-insured employer will provide the employee a notice within five days which 1) states the claim is pending; 2) identifies what information is missing; 3) instructs how to submit the missing information. **Once all information is supplied, the PFL insurance carrier or self-insured employer has 18 days to pay or deny the claim.**

If the carrier or self-insured employer does not permit pre-submitting, the carrier or self-insured employer must return the Request for Paid Family Leave within five days to the employee with an explanation that the claim should be re-submitted when all information is available.

**Employee signs and dates, before giving this form to their employer to complete Part B.**

## PART B - EMPLOYER INFORMATION (to be completed by the employer)

**The employer of the employee requesting PFL must complete all information in Part B.**

**Question 2:** If a Social Security Number is used for the Federal Employer Identification Number (FEIN), enter the Social Security Number.

**Question 3:** Enter the employer's Standard Industrial Classification (SIC) Code. Contact your carrier if you don't know your SIC code.

**Question 8:** The employee occupation code can be found at: www.bls.gov/soc/2018/major_groups.htm

**Question 9:** Enter the wages earned by the employee during the last eight weeks preceding the PFL start date. The gross amount paid is the employee's gross weekly pay, including any overtime and tips earned for that week, plus the weekly prorated amount of any bonus or commission received during the preceding 52 weeks. (For detailed steps, see Question 18 starting on page 1 of the instructions.) Calculate the gross average weekly wage by adding up the gross amounts paid, and then divide by eight (or number of weeks worked if less than eight).

**Question 10:** Failure to select "Yes" for requesting reimbursement from the insurance carrier, will result in a waiver of the right to reimbursement.

**Question 11a:** 'Disability' refers to NYS statutory required disability. If the answer is "none," enter a "0" for total weeks and days in Question 12b.

**Question 11b:** The maximum number of weeks available for NYS statutory disability and PFL in any 52 week period is 26 weeks. Specify the total number of weeks, as well as the number of additional days if the leave includes a partial week, taken for NYS statutory disability and PFL during the preceding 52 weeks.

**Question 13, 14 & 15:** Enter the Paid Family Leave or Disability/PFL insurance carrier's name, address and PFL policy number. If this employer is self-insured, enter the name and address of where the PFL request should be submitted for processing.

**Affirmation employee is eligible for PFL:** An employee who regularly works 20 hours or more per week must have been in employment for at least 26 consecutive weeks. An employee who regularly works less than 20 hours per week must have worked 175 days.

**Employer signs and dates, and then returns to the employee requesting PFL within three business days.**

**Be sure to complete the appropriate additional PFL form(s) based on the type of PFL leave being requested.**

**Notification Pursuant to the New York Personal Privacy Protection Law (Public Officers Law Article 6-A) and the Federal Privacy Act of 1974 (5 USC 552a).**

The Workers' Compensation Board's (Board's) authority to request that employees provide personal information, including their social security number or tax identification number, is derived from the Board's administrative authority under Workers' Compensation Law section 142. This information is collected to assist the Board in investigating and administering claims in the most expedient manner possible and to help it maintain accurate records. Providing your social security number or tax identification number to the Board is voluntary. The Board will protect the confidentiality of all personal information in its possession, disclosing it only in furtherance of its official duties and in accordance with applicable state and federal law.

NEW YORK STATE | Paid Family Leave

# Request For Paid Family Leave
(Form PFL-1)

**INSTRUCTIONS INCLUDED WITH FORM**

## PART A - EMPLOYEE INFORMATION (to be completed by the employee)

1. **Employee's legal name** (first name, middle initial, last name)

2. **Other last names, if any, under which employee has worked**

3. **Employee's mailing address**
   - Street address
   - City, State
   - Zip code
   - Country (if not U.S.A.)

4. **Employee's Social Security Number or TIN**
   ☐☐☐ - ☐☐ - ☐☐☐☐

5. **Employee's date of birth** (MM/DD/YYYY)
   ☐☐ / ☐☐ / ☐☐☐☐

6. **Employee's primary telephone number**
   ( ☐☐☐ ) ☐☐☐ - ☐☐☐☐

7. **Employee's preferred email address while on PFL** (if available)

8. **Employee's gender**
   ☐ Male ☐ Female ☐ Not designated/Other

9. **Employee's preferred language**
   ☐ English ☐ Español ☐ Русский ☐ Polski
   ☐ 中文 ☐ Italiano ☐ Kreyòl ayisyen ☐ 한국어
   ☐ Other

**Optional (for research purposes)**

10. **Employee's ethnicity/race**
    For purposes of health demographic only. (U.S. Centers for Disease Control and Prevention (CDC) code set, version 1.0.)

**Is employee of Hispanic, Latino/a, or Spanish origin?**
(One or more categories may be selected.)

- ☐ Mexican
- ☐ Mexican American
- ☐ Chicano/a
- ☐ Puerto Rican
- ☐ Dominican
- ☐ Cuban
- ☐ Another Hispanic, Latino/a, or Spanish origin
- ☐ Not of Hispanic, Latino/a, or Spanish origin
- ☐ Unknown

**What is employee's race?**
(One or more categories may be selected.)

- ☐ American Indian or Alaska Native
- ☐ Black or African American
- ☐ Asian Indian
- ☐ Chinese
- ☐ Filipino
- ☐ Japanese
- ☐ Korean
- ☐ Vietnamese
- ☐ Other Asian
- ☐ White
- ☐ Native Hawaiian
- ☐ Guamanian or Chamorro
- ☐ Samoan
- ☐ Other Pacific Islander
- ☐ Other race

## Paid Family Leave (PFL) Request (to be completed by the employee)

11. **Reason for PFL request:** ☐ Bond with child ☐ Care for family member ☐ Military qualifying event

12. **The family member is employee's:**
    ☐ Child ☐ Spouse ☐ Domestic partner ☐ Parent ☐ Parent-in-law ☐ Grandparent ☐ Grandchild

*Form PFL-1 continued on next page*



If you need assistance, please call (844) 337-6303
www.ny.gov/PaidFamilyLeave

PFL-1 11-17

TO BE COMPLETED BY THE EMPLOYEE

**Employee's name** (first name, middle initial, last name)

**Employee's date of birth** (MM/DD/YYYY) / /

## PART A - EMPLOYEE INFORMATION (to be completed by the employee) - continued from prior page

*Form PFL-1 continued from prior page*

**13. Will PFL be for a continuous period of time and/or periodic?**

☐ Continuous — PFL start date (MM/DD/YYYY) / / — PFL end date (MM/DD/YYYY) / / — ☐ Dates are estimated

☐ Periodic — Identify dates periodic PFL will be taken: — ☐ Dates are estimated

**14. If providing less than 30 day's advance notice to the employer, please explain:**

## Employment Information (to be completed by the employee)

**15. Business name**

**16. Employee's date of hire** (MM/DD/YYYY) / /

**17. Employee's work location**

Street address

City, State | Zip code | Country (if not U.S.A.)

**18. Employee's average gross <u>weekly</u> wage** (This data will be requested of both employee and employer)

**19. Employer's telephone number for contact regarding this request** ( ) -

**20a. Does employee have more than one employer?** ☐ Yes ☐ No

**20b. If yes, is employee taking PFL from the other employer?** ☐ Yes ☐ No

**21. Is employee currently receiving Workers' Compensation Lost Wage Benefits?** ☐ Yes ☐ No

**Disclosure statement:** Information regarding PFL benefits received by the employee, such as payments received and types of leave, will be provided to the employer.

### Declaration and signature

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I am hereby making a request for paid family leave benefits under the NYS Workers' Compensation Law. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

Employee's signature

Date signed (MM/DD/YYYY) / /

☐ I am submitting this form in advance (see instructions about pre-submitting). I understand the insurance carrier will contact me to advise how to submit the required missing information.



If you need assistance, please call (844) 337-6303
www.ny.gov/PaidFamilyLeave

TO BE COMPLETED BY THE EMPLOYEE

**Employee's name** (first name, middle initial, last name)

**Employee's date of birth** (MM/DD/YYYY) / /

## PART B - EMPLOYER INFORMATION (to be completed by the employer)

1. **Business's full legal name and mailing address**

Business name

Mailing address

City, State | Zip code | Country (if not U.S.A.)

2. **Employer's FEIN** - 
3. **Employer's Standard Industrial Classification (SIC) Code** 
4. **Employer's contact name for questions related to PFL**
5. **Employer's contact telephone number** ( ) -
6. **Employer's contact email address**
7. **Employee's date of hire** (MM/DD/YYYY) / /
8. **Employee's occupation** Codes are available at: www.bls.gov/soc/2018/major_groups.htm -
9. **Enter the last 8 weeks of gross wages for the employee and calculate the average gross weekly wage**

| Week no. | Week ending date (MM/DD/YYYY) | Number of days worked | Gross amount paid |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| Calculated average gross **weekly** wage: | | | |

10. **If employee received or will receive full wages while on PFL, will employer be requesting reimbursement?** ☐ Yes ☐ No

*Form PFL-1 continued on next page*

TO BE COMPLETED BY THE EMPLOYEE

**Employee's name** (first name, middle initial, last name)

**Employee's date of birth** (MM/DD/YYYY)

## PART B - EMPLOYER INFORMATION (to be completed by the employer) - continued from prior page

*Form PFL-1 continued from prior page*

**11a. In the preceding 52 weeks has the employee taken leave for:** ☐ NYS Disability ☐ PFL ☐ Both Disability and PFL ☐ None

**11b. Enter the total number of weeks and days taken for both Disability and PFL in the last 52 weeks:**

| | | |
|---|---|---|
| **Disability:** | Weeks | Please provide specific dates for Disability: |
| | Days | |
| **PFL:** | Weeks | Please provide specific dates for PFL: |
| | Days | |

**12. Is the employee taking Family Medical Leave Act (FMLA) concurrently with PFL?** ☐ Yes ☐ No

**13. PFL insurance carrier's name and mailing address**

PFL insurance carrier's name: Mutual of Omaha Insurance Co c/o Maxon Administrators Inc.

Mailing address: PO Box 606

City, State: Neversink, NY

Zip code: 12765

Country (if not U.S.A.):

**14. PFL insurance carrier's telephone number** ( 8 0 0 ) 9 9 9 - 3 3 0 9

**15. PFL policy number**

### Declaration and signature

☐ **I affirm the employee regularly works 20 or more hours per week and has been in employment for at least 26 consecutive weeks OR the employee regularly works less than 20 hours per week and has worked at least 175 days.**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I am the person authorized to sign as the employer of the employee requesting PFL. My signature affirms that to the best of my knowledge and belief, the information I have provided is true and accurate.

Employer's authorized signature

Date signed (MM/DD/YYYY)

Title



If you need assistance, please call (844) 337-6303
www.ny.gov/PaidFamilyLeave

# Military Qualifying Event (Form PFL-5) Instructions

If an employee is requesting PFL because of a family member's covered active military duty or impending covered active duty, the employee must submit the *Military Qualifying Event (Form PFL-5)* with the *Request For Paid Family Leave (Form PFL-1)*.

The employee must identify the family member, provide a copy of the member's covered active duty orders or impending active duty orders, and describe the reason leave is being requested.

## **MILITARY QUALIFYING EVENT** (to be completed by the employee)

**The employee requesting PFL must complete all applicable requested information.**

Employee enters their name, date of birth, other last names, if any, under which they have worked, Social Security or Taxpayer Identification Number (TIN) number, and mailing address at the top of page 1.

Employee enters their name and date of birth at the top of page 2.

**Questions 1-5:** Enter the military member's information, and indicate the military member's relationship to the employee.

**Question 5:** A child is defined as a biological, adopted, or foster son or daughter, a stepson or stepdaughter, a legal ward, a son or daughter of a domestic partner, or the person to whom the employee stands in loco parentis. A parent is defined as a biological, foster, or adoptive parent, parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

**Question 6:** Enter dates of expected military covered active duty.

**Question 7:** Documentation that shows that the military member is on covered active duty or has been notified of an impending call or order to covered active duty is required and must be attached to this form. Select the type of documentation that is attached from the list below.

Required documentation includes one of the following:

- Covered active duty orders; OR
- Letter from the military unit documenting impending call or order to covered duty; OR
- Documentation of military leave signed by the approving authority for military member's Rest and Recuperation.

### **Qualifying Reason for Leave** (to be completed by the employee)

**Question 8:** Explain the need for PFL because of the Military Qualifying Event. For example: "My spouse was just called on short notice to covered active duty status, and will be deployed to (country) in five days. I need to take PFL to be with them and make arrangements for while they are away on active duty." If the explanation will not fit in the space provided on the form, enter "See Attached" and add an attachment with the explanation. Be sure to include the employee's full name, date of birth, other last names, if any, under which they have worked, Social Security or Taxpayer Identification Number (TIN) number, and mailing address at the top of the attachment.

**Question 9:** Include one or more of the qualifying supporting documents:

- Meeting announcement for informational briefing sponsored by the military; or
- Document(s) confirming an appointment with a school official, doctor, attorney or financial advisor; or
- Copy of a bill for services for the handling of legal or financial affairs.

**Notification Pursuant to the New York Personal Privacy Protection Law (Public Officers Law Article 6-A) and the Federal Privacy Act of 1974 (5 USC 552a).**

The Workers' Compensation Board's (Board's) authority to request that employees provide personal information, including their social security number or tax identification number, is derived from the Board's administrative authority under Workers' Compensation Law section 142. This information is collected to assist the Board in investigating and administering claims in the most expedient manner possible and to help it maintain accurate records. Providing your social security number or tax identification number to the Board is voluntary. The Board will protect the confidentiality of all personal information in its possession, disclosing it only in furtherance of its official duties and in accordance with applicable state and federal law.



**If you need assistance, please call (844) 337-6303**
www.ny.gov/PaidFamilyLeave

**DO NOT SCAN**

NEW YORK STATE | Paid Family Leave

# Request For Paid Family Leave
## Military Qualifying Event (Form PFL-5)

**INSTRUCTIONS INCLUDED WITH FORM**

**TO BE COMPLETED BY THE EMPLOYEE**

**Employee's name** (first name, middle initial, last name)

**Employee's date of birth** (MM/DD/YYYY) / /

**Other last names, if any, under which employee has worked**

**Employee's Social Security Number or TIN** - -

**Employee's mailing address**

Mailing address

City, State | Zip code | Country (if not U.S.A.)

## MILITARY QUALIFYING EVENT (to be completed by the employee)

1. **Name of military member on covered active duty or impending call to covered active duty status (international deployment)** (first name, middle initial, last name)

2. **Military member's date of birth** (MM/DD/YYYY) / /

3. **Military member's gender** ☐ Male ☐ Female ☐ Not designated/Other

4. **Military member's mailing address**

Mailing address

City, State | Zip code | Country (if not U.S.A.)

5. **The above-named military member is employee's:** ☐ Spouse ☐ Domestic partner ☐ Child ☐ Parent

6. **Period of military member's covered active duty** (MM/DD/YYYY)
/ / to / /

7. **Please select one of the following and attach the indicated document to support that the military member is on covered active duty or impending call or order to covered active duty status:**

☐ Covered active duty orders ☐ Letter of impending call or order to covered duty ☐ Documentation of military leave signed by the approving authority for military member's Rest and Recuperation

## Qualifying Reason For Leave (to be completed by the employee)

8. **What is the reason employee is requesting PFL?** (One or more reasons may be selected.)

☐ Arranging for child care
☐ Arranging for parental care
☐ Counseling
☐ Making financial arrangements
☐ Making legal arrangements
☐ Acting as military member's representative before a federal, state, or local agency for purpose of obtaining, arranging, or appealing military service benefits
☐ Attending any event sponsored by the military or military service organizations
☐ Other

*Form PFL-5 continued on next page*

**TO BE COMPLETED BY THE EMPLOYEE**

**Employee's name** (first name, middle initial, last name)

**Employee's date of birth** (MM/DD/YYYY)

## MILITARY QUALIFYING EVENT (to be completed by the employee) - continued from prior page

*Form PFL-5 continued from prior page*

**9. Written documentation supporting this request for leave is available and attached?**

☐ Yes ☐ No ☐ None Available

**Note:** A complete and sufficient certification to support a request for PFL leave due to a qualifying event includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military; a document confirming the military member's Rest and Recuperation leave; a document confirming an appointment with a third party, such as a counselor or school official, or staff at a care facility; or a copy of a bill for services for the handling of legal or financial affairs. If leave is requested to meet with a third party, the employee must provide the supporting documentation of the meeting that includes the name, address, appropriate contact information of the individual or entity with whom you are meeting (i.e., either telephone number, fax number, or email address of the individual or entity).

### Declaration and signature

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I am hereby making a request for paid family leave benefits under the NYS Workers' Compensation Law. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

Employee's signature

Date signed (MM/DD/YYYY)

Mutual of Omaha



If you need assistance, please call (844) 337-6303
www.ny.gov/PaidFamilyLeave

**TO BE COMPLETED BY THE EMPLOYEE**

**Employee's name** (first name, middle initial, last name)

**Employee's date of birth** (MM/DD/YYYY)

/ /

**Other last names, if any, under which employee has worked**

**Employee's Social Security Number or TIN**

- -

**Employee's mailing address**

Mailing address

City, State | Zip code | Country (if not U.S.A.)

## QUALIFYING REASON FOR LEAVE - DOCUMENTATION

If leave is requested to meet with a third party, the employee must provide supporting documentation of the meeting that includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either the telephone number, fax number or email address of the individual or entity). The reason for a meeting can include: arranging for child or parental care, counseling, making financial or legal arrangements, acting as the military member's representative before a federal, state or local agency for purposes of obtaining, arranging or appealing military service benefits, or attending any event sponsored by the military or military service organizations.

**Please submit this documentation for each required meeting/event.**

**Name of individual with whom employee is meeting**

**Title**

**Organization**

**Telephone number** (provide area or country code)

**Fax number** (provide area or country code)

**Email address**

**Mailing address**

Mailing address

City, State | Zip code | Country (if not U.S.A.)

**Describe nature of meeting. Include dates, if known:**