

## **NYS PAID FAMILY LEAVE INFORMATION FOR LOCAL CHURCHES:**

Paid Family Leave = PFL

Disability = DBL

Paid Time Off = PTO

### **Purpose:**

To provide paid time off for an employee to care for a family member\* with a serious health condition, to foster parent-child bonding for an employee's newborn or newly placed adoptive or foster child, and an employee experiencing any qualifying exigency related to a spouse, domestic partner, child or parent on active military duty. Paid Family Leave may also be available in some situations when an employee or their minor, dependent child is under an order of quarantine or isolation due to COVID-19.

A family member includes: Spouse, Domestic partner, Child and stepchild, Parent and stepparent, Parent-in-law, Grandparent, or Grandchild

### **Benefit:**

- 67% of average weekly wage capped at \$1068.36
- Benefits are limited to 12 weeks PFL; and a total of 26 weeks for both DBL and PFL in a 52-week period
- Employees may take intermittent PFL in full-day increments
- Employees are entitled to be reinstated to the same or similar position with comparable pay and benefits
- Group health insurance continues while on PFL as if actively working as long as they continue making any personal premium payments (ex. medical, dental, FSA, etc.)

### **Eligibility – Local Churches:**

- All Clergy appointed 25% or more
- Employees who work 20+ hours per week
- Employees working 20+ hours per week (clergy appointed 50%+) must have worked 26 consecutive weeks preceding first day of leave
- Employees working less than 20 hours per week (clergy appointed 25%) are eligible after they have worked 175 workdays (this is NOT per calendar year but an initial period of 175 workdays)
- Spouses working for the same employer may not request leave at the same time to care for the same family member or to bond with a child (In these cases, a leave could be granted but funding would not be provided by the PFL insurance.)
- Clergy appointment changes do not affect eligibility, it's considered continual employment

### Administration – Local Churches:

- Churches should not purchase their own coverage
- No employee contributions are to be withheld from pay and churches will not be billed
- Coverage is provided by Guardian and Conference pays premium
- Claim forms are posted on the Conference website:  
*<http://www.unyumc.org/about/church-employers>*
- Churches must comply with Conference requests for payroll audit information, if needed
- Churches must comply with posting requirements; printable notices are available on UNY website.
- Churches should continue to pay full salary during PFL for clergy when their claim has been approved by Guardian; and should request reimbursement from the insurance carrier through the claims process
- Claims will be received and adjudicated by Guardian Insurance with an anticipated turn-around time of 18 days.
- Churches need to approve their own lay employee policies around payment of time off and tracking of paid family leave for their lay employees:
  - o Employee may file a claim and be paid directly by Guardian
  - o Churches cannot mandate that PTO be used first or in conjunction with PFL Pay
  - o Churches may allow employees to use pro-rated PTO in combination with PFL