

# Frequently Asked Questions (FAQ)

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## New York State Paid Family Leave (PFL)

**Question:** **Are employees required to participate in New York State Paid Family Leave?**

**Answer:** Yes. New York State Paid Family Leave is mandatory for all private employers; it is not an optional benefit for Rochester Regional Health employees.

**Question:** **What types of leave are covered under New York State Paid Family Leave?**

**Answer:** The reasons listed below qualify as leaves under Paid Family Leave:

- **New Child Bonding** – bonding with a new child within 12 months of birth, adoption or foster care placement
- **Serious Health Condition of a Family Member** - to care for a family member with a serious health condition (as defined by PFL requirements)
- **Qualifying Military Exigencies** – for qualifying exigencies due to a family member’s active duty military service (family member defined as a spouse, domestic partner, child or parent)

**Question:** **Can New York State Paid Family Leave benefits be used continuously or intermittently?**

**Answer:** Employees have the option of using New York State Paid Family Leave benefits on either a continuous or intermittent basis, so long as intermittent leave time is taken in full day increments.

**Question:** **If an employee and their spouse both work for Rochester Regional Health, when can they take New York State Paid Family Leave?**

**Answer:** An employee and a spouse both working for Rochester Regional Health have the option of taking their New York State Paid Family Leave simultaneously or at different times for the same qualifying event.

**Question:** **Can an employee care for a family member living outside New York State?**

**Answer:** Yes, family members residing out of state qualify for care under this benefit.

**Question:** [\*\*Is there an employee cost for New York State Paid Family Leave benefits?\*\*](#)

**Answer:** Yes. For additional details, please visit New York State's [Paid Family Leave website](#).

**Question:** [\*\*Is there a waiting period before an employee is eligible to receive New York State Paid Family Leave benefits?\*\*](#)

**Answer:** All employees are eligible once they have met the following eligibility threshold:

- Employees with a regular employment schedule of 20+ hours per week are eligible after working 26 consecutive weeks from their date of hire
- Employees with a regular employment schedule of less than 20 hours per week are eligible after working 175 days from their date of hire
- Per diem employees are eligible after working 175 days from their date of hire

**Question:** [\*\*Do New York State Paid Family Leave benefits include a level of income replacement?\*\*](#)

**Answer:** Yes. For additional details, please visit New York State's [Paid Family Leave website](#).

**Question:** [\*\*How do employees receive New York State Paid Family Leave benefits?\*\*](#)

**Answer:** Rochester Regional Health's insurance carrier (Lincoln Financial) will mail a paper check to the address provided in the employee's claims paperwork.

**Question:** [\*\*Are New York State Paid Family Leave benefits taxable?\*\*](#)

**Answer:** Yes, benefits paid to employees are considered taxable, non-wage income and must be included in federal gross income. Although taxes will not be automatically withheld, employees can request voluntary tax withholding through Lincoln Financial.

**Question:** [\*\*Does New York State Paid Family Leave run concurrently with other types of leave?\*\*](#)

**Answer:** It may. Employees should contact Lincoln Financial or the Leave Administration Department for clarification.

**Question:** [\*\*Can PTO and/or vacation time be used to supplement any New York State Paid Family Leave benefits received?\*\*](#)

**Answer:** Yes, as long as in the aggregate, an employee does not receive more than their average weekly wage.

**Question:** [\*\*How much notice is required before taking New York State Paid Family Leave?\*\*](#)

**Answer:** If the requested leave is foreseeable, then 30-days' advanced notice is required. If the requested leave is not foreseeable, then notice is required as soon as is possible and practical.

**Question:** [\*\*Is New York State Paid Family Leave a job protected benefit?\*\*](#)

**Answer:** Yes, an employee's position is protected while on New York State Paid Family Leave.

**Question:** **What happens to any benefit premium deductions during a New York State Paid Family Leave?**

**Answer:** Rochester Regional Health will continue benefit coverage during a leave period at the same level and under the same conditions as if an employee had continued to work. However, because New York State Paid Family Leave benefits are not paid through Rochester Regional Health payroll, any unpaid premium balances will be deducted from an employee's paycheck upon their return to. Upon request, employees can make payment arrangements for outstanding benefit deductions with the Leave Administration Department while out on New York State Paid Family Leave.

**Please note:** In the event an employee decides to supplement PTO and/or vacation time while out on New York State Paid Family Leave, deductions will be taken from their supplemental paycheck for any applicable benefit premiums.

**Question:** **How does an employee apply for New York State Paid Family Leave?**

**Answer:** To submit a claim, employees must contact Lincoln Financial directly at **1-888-778-9217** or apply online at [www.mylincolnportal.com](http://www.mylincolnportal.com), company code **RRHLINCOLN**. Employees must provide at least 30 days' notice to Lincoln Financial before their anticipated leave start date.

**Question:** **How does an employee return to work once their New York State Paid Family Leave has ended?**

**Answer:** Employees must contact the Leave Administration Department upon their return from leave.

## Questions?

For more information, the following resources below are available:

Affiliate	Resources
RGHS, UHS, Clifton Springs, Newark Wayne	Lincoln Financial: 1-888-778-9217 HR Leave Administration Team: 585-922-1100 option 5 Email: <a href="mailto:LeaveAdmin@RochesterRegional.org">LeaveAdmin@RochesterRegional.org</a> Policy: <a href="#">HRBEN 09</a>

**PLEASE NOTE:** This document is intended to be informational only. Please refer to policy and/or plan documents, as appropriate, or follow up with the Leave Administration Department for more information.