



PAID FAMILY LEAVE EMPLOYER CHECKLIST

Do now:

- ☐ Implement a process to collect PFL employee withholdings no later than 1/1/18.
- ☐ Offer ineligible employees the chance to waive coverage, and keep any executed waivers on file.

By 1/1/2018:

- ☐ Update written materials, such as an employee handbook, with PFL information.
- ☐ Advise employees of PFL payroll deductions and PFL benefits.
- ☐ Post the PFL Notice of Compliance provided by NYSIF.
- ☐ Designate who will complete the employer section of PFL claim forms.
- ☐ Create a plan to cover employee duties while on leave, and reinstate workers after leave.

When you receive a claim:

- ☐ Complete the employer section of the claim form within three days and return it to the claimant.
- ☐ Keep a record of the employee's scheduled PFL time off.