NY PFL Employee Notice – Changes for 2021

Effective January 1, 2021, we will provide New York Paid Family Leave (NY PFL) insurance coverage in accordance with the newly published benefit increases. As an employee working in the state of New York, you are eligible for this important benefit.

When you need a little more time to bond with your new child or care for a sick family member, NY PFL helps make life a little easier.

**What you need to know**

**What are the benefits offered under the NY PFL Law?**

* In 2021, you are eligible for up to twelve weeks of paid leave at 67% of your average weekly wage, up to a maximum weekly benefit of approximately $971.61. Please note that NY PFL has a 52-week rolling lookback period. Any NY PFL leave you took in 2020 will be counted in determining your 2021 weekly allotment.
* Follett Corporation will take a payroll deduction to pay for the benefit. The rate is established by the State of New York and will be 0.511% per dollar of wages up to the maximum employee contribution of $385.34. The increase is comprised of two segments: 0.506% for traditional PFL benefits and 0.005% for the risk adjustment for COVID-19-related claims.

**What types of life events are covered?**

* To bond with a newborn child (leave must conclude within 12 months of the birth).
* To bond with a newly placed child for adoption or foster care (leave must conclude within 12 months of placement).
* To care for a spouse, domestic partner, child, parent, parent in-law, grandparent or grandchild with a serious illness or injury.
* A qualifying exigency caused by the call to covered active duty of a spouse, domestic partner, parent or child who is a member of the National Guard, Reserves or regular Armed Forces.

**How do I qualify for NY PFL?**

* You must (1) work in the state of New York as described in the law; (2) have worked 20 or more hours per week for 26 consecutive weeks for Follett Corporation immediately preceding the first full day of paid family leave, or (3) work less than 20 hours per week and have worked 175 days for Follett Corporation immediately preceding the first full day of paid family leave.

**What are my rights under the paid family leave law?**

* You have a right to return to your same or comparable job upon your return from leave.
* You are guaranteed continued health insurance while on leave. Follett Corporation will require you to continue to pay your health insurance premium contributions.
* Citizenship and immigration status do not impact eligibility.
* Follett Corporation cannot discriminate against you for taking paid family leave.

**How do I apply?**

* If you anticipate an upcoming need for leave, notify your Manager at least 30 days prior to leave or as soon as possible. If your need for leave is unexpected, notify your Manager as soon as possible.
* Initiate the claim by contacting MetLife to get a claim form – one will be mailed to you along with information on the supporting documentation you will need to submit.
* You will need to complete and return the claim form and the supporting documentation to MetLife.
* Follett Corporation will complete the Employer Section of the claim form confirming employment, work schedule, and average weekly wage used to calculate the benefit and other employment related details.

 **How will MetLife assist me after I call to initiate the claim?**MetLife will:

* Provide your claim number over the phone and send out the NY PFL acknowledgement package within 2 business days when you call MetLife to initiate a claim. The acknowledgement package will contain the claim form and information on the supporting documentation you will need to submit to MetLife.
* Approve or deny your NY PFL absence based on State legislative and regulatory requirements.
* Coordinate any New York Paid Family Leave that overlaps with approved Federal Family and Medical Leave Act (FMLA), if applicable.
* Track your absence against your statutory New York Disability (DBL), NY PFL, FMLA and any company leaves, as applicable.
* Notify you of your rights and responsibilities under the NY PFL law, as well as the status of your leave request.
* Ensure your employer is informed of the status of your leave.
* Request periodic updates, as needed, on your family member’s health status, if you take leave to care for a family member with a serious health condition.

**We’re here to help**

If you have any questions about the NY PFL benefit or MetLife’s role in administering your company’s policy, please refer to the attached FAQ.

Attachment: Employee NY PFL FAQ