

Summary of New York paid family leave forms

Note: Below is a summary of the multiple Paid Family Leave forms released by the State of New York for reference purposes only. Links to the individual forms on the state website are available in the table below.

Application for benefits

New York state has released forms eligible employees must complete in order to receive benefits. Each form below corresponds with the reason the employee is applying for benefits. Instructions are included on each form.

Waiver

Employers must give employees who do not expect to meet the eligibility requirements for paid family leave the Employee Paid Family Leave Opt-Out and Waiver of Benefits form. These employees will not be required to contribute to the cost of benefits via a payroll deduction. If an employee later becomes eligible due to a schedule change or chooses to voluntarily revoke the signed waiver, employers must begin payroll deductions toward the cost of benefits for the employee.

Statement of rights

Employers must provide the Statement of Rights for Paid Family Leave (Form PFL-271s) to employees whenever they take paid family leave or take time off from work for a paid family leave qualifying event, but have not specifically requested paid family leave.

Notice from insurance carrier

Covered employers must display or post a Notice of Compliance – Paid Family Leave (PFL-120). The poster must be displayed in plain view where applicants and employees can readily see it. Employers must obtain this form from their insurance carrier.

Employee	Employer
How to Request Paid Family Leave to bond with a newly born, adopted, or fostered child	Employer's Application for Voluntary Coverage (No Employee Contribution) (PFL-135)
How to Request Paid Family Leave to care for a family member with a serious health condition	Employer's Application for Voluntary Coverage (Employee Contribution Required) (PFL-136)
How to Request Paid Family Leave to provide assistance when a family member is deployed	Statement of Rights for Paid Family Leave (PFL-271S)
Employee Paid Family Leave Opt-Out and Waiver of Benefits (PFL-Waiver)	Model Language for Employee Materials
Formal Request for Reinstatement Regarding Paid Family Leave (PFL-DC-119)	