

# DC37 Paid Family Leave – Draft Summary

## Summary

Beginning January 6, 2019, DOE employees in titles represented by the DC37 Union may be eligible to take up to ten weeks of DC37 Paid Family Leave (PFL) for one of the following events:

1. To participate in providing care, including physical or psychological care, for a family member of the employee made necessary by a serious health condition of the family member;
2. For the employee to bond with the employee's child:
  - a. during the first 12 months after the child's birth;
  - b. during the first 12 months after the placement of the child for adoption or foster care; or
  - c. before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.
3. Due to any qualifying exigency pursuant to FMLA, arising out of active duty or an impending call or order to active duty in the Armed Forces of the United States for the spouse, domestic partner, child or parent of the employee.

The SOLAS application for this leave will open on January 10<sup>th</sup>, 2019 and allow an employee to request leave of absence for dates beginning January 6th, 2019 and onwards.

## Benefit

If approved, you are eligible to receive a benefit for up to 10 weeks of Paid Family Leave which may be taken continuously or intermittently in full day increments. During 2019, the amount of the benefit will be calculated as 55% of your average weekly wage (based on the last eight weeks of pay prior to starting Paid Family Leave). For 2019, the maximum weekly benefit that you may be paid is \$746.41 per week. This time will be reflected as an absence without pay from the NYC DOE for; up to ten weeks of continuous leave or 50 days of work (if you work regular 5 day/week schedule) if the time is taken intermittently. The benefits will be paid directly by AbSolve, the third party PFL insurance carrier, and your NYC DOE wages will not be paid for those days.

The city will continue to provide health insurance while on Paid Family Leave, regardless of FMLA eligibility. Employees will still be responsible for any co-pays and/or employee contributions for health insurance.

## Eligibility/Service Requirements

In order to be eligible, you must be in a title represented by the DC37 Union and meet either of the following criteria as of the start date of your requested leave:

- Full-time employees who work a regular schedule of 20 hours or more per week are eligible for Paid Family Leave after 26 consecutive weeks of employment within the last year.
- Part-time employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which need not be consecutive, with the last year.

## How to take a Paid Family Leave

Please note that the application process for DOE employees will differ from the instructions that is listed on the New York State Paid Family Leave site at <https://paidfamilyleave.ny.gov/> **DOE employees should not complete the separate paper version of the PFL-1 Form**. This form has been incorporated into the DC37 online application in SOLAS, which will serve as that initial request application.

An outline of the overall application process is as follows:

1. Eligible employees will submit their DC37 Paid Family Leave application in the DOE Self-Service Online Leave Application System (SOLAS) at least 30 days before the leave is set to begin for foreseeable events and no more than 45 days in advance. You should also notify your school/office of your intentions.

- a. Navigate to SOLAS: <https://dhrnycaps.nycenet.edu/SOLAS>.
  - b. Log in using your Network / Email ID username (for example, JSMITH). This is the same username you use to log into the DOE network, and matches your email address.
  - c. Answer all required questions to complete the application
  - d. Once you have completed the e-signature page, you will be sent an email confirmation.
2. The NYC Department of Education will review your application to determine basic eligibility for Paid Family Leave.
    - a. If you are eligible, your application will then be shared with the third party insurance carrier, AbSolve Leave Administration, which is responsible for administering the PFL claim and pay benefit.
    - b. If you are ineligible, you will receive a notice from NYC DOE via your DOE email.
  3. Once AbSolve is notified by DOE that you are eligible, AbSolve will communicate directly with you and will send you instructions on how to continue and finalize your application, including:
    - a. Completing additional, required forms
    - b. Submitting supporting documentation
    - c. Submitting changes to your initial application
  4. AbSolve will then make a final determination on your PFL leave and will inform both you and NYC DOE.
  5. NYC DOE will inform your school/work location and will update your application in SOLAS so that it correctly reflects the determination made.

***Throughout this process you must communicate directly with your supervisor/school so they can plan accordingly for your absence.***

***It is important that you submit your application in SOLAS AND follow any and all instructions from the Third Party, AbSolve Leave Administration.***

**If your leave is scheduled to begin and you still have not received a decision from the Third Party regarding your Paid Family Leave:** The Third Party must pay benefits or deny your request within 18 calendar days of receiving your completed request. In most cases, you will begin your leave before getting a final decision from the Third Party. If your request is approved, payment of your benefits will be made dating back to the first date on which you began leave.

### More Information

- **HR Connect Web Portal:** For information on DC37 Paid Family Leave, including details and frequently asked questions, please visit the [HR Connect Web Portal](#). After logging in with your Windows/Outlook User ID and password, you can search for “DC37 Paid Family Leave” or paste the following URL into your browser: [https://doehrconnect.custhelp.com/app/answers/detail/a\\_id/9849/](https://doehrconnect.custhelp.com/app/answers/detail/a_id/9849/)
- **Third Party Carrier Contact Information:** Once your application has been submitted, additional questions (including questions regarding payment, approval and denials) may be directed to the Third Party carrier, AbSolve Leave Administration at (800) 401-2691.
- **New York State Paid Family Leave Resources:** You can also visit the New York State Paid Family Leave site at <https://paidfamilyleave.ny.gov/> This site includes additional information on eligible leaves and required documentation. Please note that the initial application process for DOE employees will differ from the instructions that is listed on the NYS site.

The NYS Paid Family Leave FAQs is located here: <https://paidfamilyleave.ny.gov/paid-family-leave-frequently-asked-questions>