



## Paid Family Leave



# Bonding with your adopted child

## What is Paid Family Leave?

New York State Paid Family Leave is employee-funded insurance that provides job-protected, paid time off to:

- **BOND** with a newly born, adopted, or fostered child,
- **CARE** for a family member with a serious health condition, or
- **ASSIST** loved ones when a spouse, domestic partner, child or parent is deployed abroad on active military service.

You may also be able to take leave in situations when you or your minor dependent child are under an order of quarantine or isolation due to COVID-19. See [PaidFamilyLeave.ny.gov/COVID19](https://www.PaidFamilyLeave.ny.gov/COVID19) for full details.

## How can Paid Family Leave help you and your newly adopted child?

You can take job-protected, paid time off to bond with your newly adopted child within the first 12 months of the child's adoption. In two-parent households, both parents, including same-sex parents, can take Paid Family Leave, if eligible.

Taking Paid Family Leave to bond with your newly adopted child has many benefits. For example, you could use the time to:

- Help your child adapt to their new home and neighborhood.
- Spend time together to learn about your child's past, likes and dislikes.
- Provide support and assistance with your child's transition, such as escorting your child to counseling sessions and/or attending the sessions with them.

You may be able to take PFL before an adoption is finalized if you need to be absent from work for the adoption to proceed. For example, if you need to travel to another country as part of the adoption process.

In these cases, documentation must be provided to show the adoption process is underway (for example, a signed statement from an attorney or adoption agency).

## Before you apply for Paid Family Leave

**Check the eligibility requirements. Visit [PaidFamilyLeave.ny.gov/eligibility](https://www.PaidFamilyLeave.ny.gov/eligibility).**

- Most employees who work for private employers in New York State are covered under Paid Family Leave.
- Public employees may be covered if their employer has opted in to provide the benefit. Union-represented public employees may be covered if the benefit has been negotiated through collective bargaining.
- Citizenship and/or immigration status is not a factor in employee eligibility.

### Plan your leave.

- Leave can be taken all at once or intermittently, but must be taken in full-day increments.
- Notify your employer at least 30 days in advance, if foreseeable, or as soon as possible.

**[PaidFamilyLeave.ny.gov](https://www.PaidFamilyLeave.ny.gov)** — Visit the website for complete details and resources in multiple languages.  
**(844) 337-6303** — This toll-free Helpline is available Monday through Friday, 8:30 a.m. to 4:30 p.m.



# How do you apply for NYS Paid Family Leave?

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## COLLECT YOUR FORMS & DOCUMENTATION

You can get Paid Family Leave forms from your employer, your employer's insurance carrier or directly from: [PaidFamilyLeave.ny.gov/forms](https://www.PaidFamilyLeave.ny.gov/forms)

### REQUIRED FORMS

To request leave for bonding with your adopted child, you'll need the following forms:

- *Request for Paid Family Leave (Form PFL-1)*
- *Bonding Certification (Form PFL-2)*

### REQUIRED DOCUMENTATION

You will need to provide one of the following:

- A copy of court documents finalizing the adoption
- Documentation in furtherance of adoption
- A court order finalizing the adoption

If you are not the parent named in the court documents, you must also provide proof verifying your relationship to the parent named in the court documents, such as: marriage certificate, civil union, or domestic partnership document.



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## COMPLETE & ATTACH

### FORM PFL-1

*Form PFL-1* has sections that need to be completed by you and by your employer.

Fill out your section, make a copy and give the form to your employer to fill out *Part B*.

Your employer is required to return *Form PFL-1* to you within three business days. If there is a delay, you do not have to wait to proceed. Send the *Form PFL-1* that you have filled out, along with the rest of your request package, directly to your employer's insurance carrier.

### FORM PFL-2

Complete *Form PFL-2* and attach copies of your required documentation.

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## SUBMIT WITHIN 30 DAYS

You must submit your completed request package to your employer's insurance carrier within 30 days after the start of your leave to avoid losing benefits.

Mail or fax your *Form PFL-1* and *Form PFL-2*, and all required documentation to your employer's insurance carrier.

To find out who your employer's insurance carrier is, you can:

- Look for the Paid Family Leave poster in your workplace.
- Ask your employer.
- Look it up using the employer coverage search application on [wcb.ny.gov](https://www.wcb.ny.gov).

If you cannot find your employer's insurance carrier, call the Paid Family Leave Helpline for assistance: **(844) 337-6303**

The Helpline is available Monday through Friday, 8:30 a.m. to 4:30 p.m.

In most cases, the insurance carrier must pay or deny benefits within 18 days of receiving your completed request or your first day of leave, whichever is later. Your request cannot be considered incomplete solely because your employer did not fill out *Part B* of *Form PFL-1* within three business days.

**It is YOUR responsibility to submit the forms to the insurance carrier. It is NOT your employer's responsibility.**

**CLAIM-RELATED DISPUTES:** If the carrier denies or fails to timely pay your benefits, or you have any other claim-related dispute, you may request to have the carrier's actions reviewed. More information can be found at [nyspfla.namadr.com](https://www.nyspfla.namadr.com).

**PROTECTION AGAINST DISCRIMINATION OR RETALIATION:** Complaints about employer discrimination or retaliation are resolved by a Workers' Compensation Board Law Judge after a hearing. If you believe that your employer has discriminated or retaliated against you for taking or requesting Paid Family Leave, visit [PaidFamilyLeave.ny.gov/protections](https://www.PaidFamilyLeave.ny.gov/protections) or contact **(844) 337-6303**.

For more information, visit [PaidFamilyLeave.ny.gov](https://www.PaidFamilyLeave.ny.gov) or call **(844) 337-6303**.



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