

Paid Family Leave Filing Instructions

All requests for leave should be submitted to LeavesAdministration@rfcuny.org.

Type of Leave	Forms to be completed and submitted to RFCUNY	Certification Required (supporting documents needed in addition to claim forms)
Bonding with Child (birth mother filing)	PFL 1: Request for Paid Family Leave Part A: To be completed by the employee. Part B: RFCUNY completes. PFL 2: Bonding Certification To be completed by the employee.	<ul style="list-style-type: none"> ▪ Infant’s birth certificate; or ▪ If a birth certificate is unavailable, documentation of pregnancy or birth from a health care provider that includes the mother’s name and the child’s due or birth date.
Bonding with Child (other parent filing)	PFL 1: Request for Paid Family Leave Part A: To be completed by the employee. Part B: RFCUNY completes. PFL 2: Bonding Certification To be completed by the employee.	<ul style="list-style-type: none"> ▪ If available, a birth certificate that names the parent requesting leave; ▪ If parent is not named on the birth certificate, a voluntary acknowledgment of paternity or court order of filiation; ▪ If the documents in above are not available, then the employee must provide, <ul style="list-style-type: none"> • A copy of documentation of pregnancy or birth from a health care provider that includes the mother’s name and the child’s due or birth date and • A second document verifying the parent’s relationship with the birth mother (i.e., marriage certificate, civil union documents, or domestic partnership documents)
Bonding with Child (foster parent filing)	PFL 1: Request for Paid Family Leave Part A: To be completed by the employee. Part B: RFCUNY completes. PFL 2: Bonding Certification To be completed by the employee.	<ul style="list-style-type: none"> ▪ Letter of foster care placement issued by county or city department of social services or local volunteer agency. ▪ If the employee is not named in the placement document, the employee should submit, <ul style="list-style-type: none"> • A copy of the document demonstrating placement AND • A second document verifying the relationship to the parent named in the document (i.e., marriage certificate, civil union documents, or domestic partnership documents).

Bonding with Child
(adoptive parent filing)

PFL 1: Request for Paid Family Leave
Part A: To be completed by the employee. Part B: RFCUNY completes.

PFL 2: Bonding Certification
To be completed by the employee.

- Court document indicating that adoption is in process or is being finalized, or
- For leave taken prior to adoption, a document demonstrating that the adoption process is underway, including but not limited to, a signed statement from an attorney, adoption agency, or adoption-related social service provider that the employee is in the process of adopting a child.
- If the second parent is not named in the documents referenced above, the employee must provide
 - A copy of the document demonstrating adoption and
 - A second document verifying the relationship to the parent named in the document (i.e., marriage certificate, civil union documents, or domestic partnership documents).

Family Member Care

PFL 1: Request for Paid Family Leave
Part A: To be completed by the employee. Part B: RFCUNY completes.

PFL 3: Release of Personal Health Information
This form allows the health care provider to complete PFL 4 and release it to the employee seeking PFL benefits. The health care provider will retain this form. Do not send to RFCUNY.

PFL 4: Health Care Provider Certification for Care of Family Member with Serious Health Condition
To be completed by health care provider

- The fully completed PFL 4 is the certification for this leave.

Military Qualifying Event
(employee's spouse, domestic partner, child, or parent filing)

PFL 1: Request for Paid Family Leave
Part A: To be completed by the employee. Part B: RFCUNY completes.

PFL 5: Military Qualifying Event
To be completed by the employee.

- Copy of the military member's active duty orders, or
- Letter of impending call to covered duty, or
- Documentation of military leave signed by the approving authority for military member's rest and recuperation.

See Form PFL 5 Instructions for additional information