

**MEMORANDUM**

**TO:** All Eligible Classified Employees

**FROM:** Keisha Pottinger-Moore, Associate Director of Human Resources

**SUBJECT:** Paid Family Leave- Classified Staff

**DATE:** March 4, 2021

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I am pleased to announce that effective as of March 1, 2021, CUNY Senior College employees in titles represented by the DC37 Union, IATSE Local 306, IBEW Local 3, IBT Local 237, IUOE Local 30, NYSNA, and SEIU Local 300 may be eligible to take up to twelve weeks of Paid Family Leave (PFL) for one of the following events:

- 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.

Employees pay for these benefits through a small weekly payroll deduction, which is a percentage of your weekly wages up to a cap set annually.

- The 2021 payroll contribution is 0.511% of an employee's weekly wage and is capped at an annual maximum of \$385.34. *Note: Employees earning less than the New York State Average Weekly Wage (\$1,450.17 per week), will have an annual contribution amount less than the cap of \$385.34, consistent with their actual weekly wages. This deduction may fluctuate week to week, depending on your hours worked.*

You will begin seeing this payroll deduction on your March 25, 2021 paycheck. This payroll deduction is mandatory for eligible employees and can only be waived in limited circumstances:

- If you work 20+ hours per week, but will not work for 26 consecutive weeks.
- If you work less than 20 hours per week, but will not work 175 days in a year.

If one of these situations applies, you must submit an Employee Opt-Out form which can be found here: <https://paidfamilyleave.ny.gov/pfl-waiver-form>

Attached is the New York State Statement of Rights for Paid Family Leave and a Notice of Compliance from our Insurance Carrier – The Standard. Both documents provide

further details on the program and important information on how to file for your benefits!

If you have any questions about this new benefit- paid family leave, please contact a member of the HR Benefits unit at 212-237-8517 or send an email to [Benefits@jjay.cuny.edu](mailto:Benefits@jjay.cuny.edu) for more information.