Re: Paid Family Leave Waiver Cover Letter for New Hires

Dear New Columbia University Colleague:

New York State’s Paid Family Leave Law (PFL) provides family leave benefits to eligible employees through a small employee payroll deduction. Eligible employees can take a job-protected paid family leave to bond with a child during the first 12 months following the birth, adoption or fostering of a child, to care for a sick family member with a serious health condition, or for qualifying exigencies arising out of a family member’s covered active duty in the military.

To be eligible for PFL, you must be working in New York State and either:

* Regularly work 20 hours or more per week, after 26 consecutive weeks; or
* Regularly work less than 20 hours per week, after 175 days worked (not consecutive days employed)

If your regular schedule is less than 26 consecutive weeks or 175 days in a 52 consecutive week period, you may waive the PFL payroll deduction by completing the accompanying *[Employee Opt-Out of Paid Family Leave Benefits (PFL-Waiver) Form](http://hr.columbia.edu/pfl-waiver-cover-letter)*[.](http://hr.columbia.edu/pfl-waiver-cover-letter)

**Important**

If you waive the PFL payroll deduction and a change in your schedule requires you to continue working either: a) 20 hours or more per week for 26 or more consecutive weeks or (b) less than 20 hours per week and at least 175 days in a 52 consecutive week period, **the waiver form you submitted** **will be revoked and the appropriate payroll deductions will be made from your wages.** In addition, Columbia University will deduct all retroactive amounts due once you are notified.

Please carefully consider your work schedule and only submit a waiver if your regular work schedule will not reach the eligbility requirements.

**If you choose to waive the PFL benefits**, please complete the attached *PFL-Waiver Form*, and submit it to your Departmental HR Contact along with any other new hire paperwork you have completed.

**If you are not waiving PFL benefits**, please check the box below, fill out the requested information and submit this letter

to your Departmental HR Contact along with any other new hire paperwork you have completed.

[ ] I choose not to waive the Paid Family Leave benefits and permit Columbia University to begin payroll

 deductions beginning from my date of hire.

Print Name:

Signature:

Department Name:

UNI:

Date:

Note to Department: If the employee has completed this cover letter, please indicate their type of employment:

*[ ]  Casual (Student)*

*[ ]  Casual (Non-student)*

*[ ]  Federal Work-Study*

*[ ]  Student Officer*

*[ ]  Variable Hours Officer*

*[ ]  Part-time employee whose standard hours are less than 20 hours a week*

*[ ]  Employee who works more than 20 hours per week, but has a total work expectancy of less than 26 weeks*