Applying For Paid Family Leave

To Use Paid Family Leave To:

<table>
<thead>
<tr>
<th>Bond with a newborn, a newly adopted or fostered child</th>
<th>Care for a family member with a serious health condition</th>
<th>Assist family members due to another family member's active military duty or impending active duty abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Form PFL-1</td>
<td>Complete Form PFL-1</td>
<td>Complete Form PFL-1</td>
</tr>
<tr>
<td>- Complete PFL-1, Part A</td>
<td>- Complete PFL-1, Part A</td>
<td>- Complete PFL-1, Part A</td>
</tr>
<tr>
<td>- Provide PFL-1 to employer</td>
<td>- Provide PFL-1 to employer</td>
<td>- Provide PFL-1 to employer</td>
</tr>
<tr>
<td>- Employer completes PFL-1, Part B and returns to you within 3 days</td>
<td>- Employer completes PFL-1, Part B and returns to you within 3 days</td>
<td>- Employer completes PFL-1, Part B and returns to you within 3 days</td>
</tr>
<tr>
<td>Complete Form PFL-2</td>
<td>Complete Form PFL-3</td>
<td>Complete Form PFL-5</td>
</tr>
<tr>
<td>- Complete PFL-2 and collect supporting documentation</td>
<td>- Care recipient completes PFL-3 and provides to health care provider</td>
<td>- Complete PFL 5 and collect supporting documentation</td>
</tr>
<tr>
<td>Send forms and documents</td>
<td>- Care recipient's health care provider keeps PFL 3</td>
<td>Send forms and documents</td>
</tr>
<tr>
<td>- Send completed forms and supporting documentation to insurance carrier</td>
<td>- Send completed forms and supporting documentation to insurance carrier</td>
<td>- Send completed forms and supporting documentation to insurance carrier</td>
</tr>
<tr>
<td>- Insurance carrier accepts or denies claim within 18 days</td>
<td>- Insurance carrier accepts or denies claim within 18 days</td>
<td>- Insurance carrier accepts or denies claim within 18 days</td>
</tr>
</tbody>
</table>

Please keep a copy of all pages for your records.
Request For Paid Family Leave (Form PFL-1) Instructions

- To request PFL, the employee requesting PFL must complete Part A of the Request For Paid Family Leave (Form PFL-1). All items on the form are required unless noted as optional. The employee then provides the form to the employer to complete Part B.

- The employer completes Part B of the Request For Paid Family Leave (Form PFL-1) and returns it to the employee within three days.

- Additional forms are required depending on the type of leave being requested. The employee requesting leave is responsible for the completion of these forms.

- The employee submits the completed Request For Paid Family Leave (Form PFL-1) with the required additional form to the employer's PFL insurance carrier listed on Part B of Request For Paid Family Leave (Form PFL-1). The employee should retain a copy of each submitted form for their records.

**PART A - EMPLOYEE INFORMATION** (to be completed by the employee)

The employee requesting PFL must complete all required information.

**Paid Family Leave (PFL) Request** (to be completed by the employee)

**Question 12:** A child is defined as a biological, adopted, or foster son or daughter, a stepson or stepdaughter, a legal ward, a son or daughter of a domestic partner, or the person to whom the employee stands in loco parentis. A parent is defined as a biological, foster, or adoptive parent, parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

**Questions 13:** If dates are "Continuous", the employee must provide the start and end dates of the requested PFL. These dates should be the actual dates that the PFL will begin and end. If uncertain, estimate the start and end dates and indicate "Dates are estimated". If dates are "Periodic", enter the dates PFL will be taken. Please be as specific as possible. If the dates are unknown or estimated, indicate "Dates are estimated".

If dates are estimated, the PFL carrier may require you to submit a request for payment after the PFL day is taken. Payment for approved claims will be due as soon as possible but in no event more than 18 days from the date of the completed request.

**Question 14:** If the employee is submitting the PFL request to their employer with less than 30 days' advance notice from the start date of the PFL, the employee must explain why 30 days' notice could not be given. If the explanation will not fit in the space provided on the form, enter "See Attached" and add an attachment with the explanation. Be sure to include the employee's full name and their date of birth at the top of the attachment.

**Employment Information** (to be completed by the employee)

**Question 16:** Enter the date of hire to the best of the employee's recollection. If it has been more than a year since the date of hire, entering the year in which employment started is sufficient.

**Question 18:** Enter the best estimate of average gross weekly wage. Include only the wages earned from the employer listed on this request form. The gross weekly wage is the total weekly pay - including overtime, tips, bonuses and commissions - before any deductions are made by the employer, such as federal and state taxes. If the employer is not able to supply this information, the employee can calculate their gross weekly wage as follows:

- **Step 1:** Add all gross wages received (before any deductions) over the last eight weeks prior to the start of PFL, including overtime and tips earned. (See Step 3 for instructions for calculating bonuses and/or commissions.)

- **Step 2:** Divide the gross wages calculated in step one by eight (or the number of weeks worked if less than eight) to calculate the average weekly wage.

- **Step 3:** If the employee received bonuses and/or commissions during the 52 weeks preceding PFL, add the prorated weekly amount to the average weekly wage. To determine the prorated weekly amount, add all bonuses/commissions earned in the preceding 52 weeks and then divide by 52.

**Example of a gross weekly wage calculation:**

| Week 1 - Gross wage including overtime | $550 |
| Week 2 - Gross wage                  | $500 |
| Week 3 - Gross wage                  | $500 |
| Week 4 - Gross wage                  | $500 |
| Week 5 - Gross wage                  | $500 |
| Week 6 - Gross wage                  | $500 |
| Week 7 - Gross wage, including overtime | $600 |
| Week 8 - Gross wage, including overtime | $550 |

Total = $4,200
Divide by 8
Average Weekly Wage = $525
Bonus earned in preceding 52 weeks $2,600
Divide by 52
Prorated Weekly Bonus = $50

Form PFL-1 Instructions continued on next page

---

Form PFL-1 Instructions

Page 1 of 2 915708 11/2017

Please complete this form and return to: Cigna, P.O. Box 29050, Phoenix, AZ 85038-9050

If you need assistance please call 888.842.4462

809004307
PART A - EMPLOYEE INFORMATION

Form PFL-1 Instructions continued from prior page

Average Weekly Wage $525
Prorated Weekly Bonus + $50
Average Weekly Wage (including bonus) = $575

Please note that the employer is also required to provide this information in Part B of the Request For Paid Family Leave (Form PFL-1).

If you are pre-submitting form: Indicate if the employee is pre-submitting their PFL request. Pre-submitting is defined as submitting the application in advance of an upcoming qualifying event, with certain required information missing due to the information being unknown at the time of the submitting. If pre-submitting is permitted by the carrier or self-insured employer, the missing information must be supplied as soon as it is known. Benefits cannot be determined until all of the required information is provided.

The PFL insurance carrier or self-insured employer will provide the employee a notice within five days which 1) states the claim is pending; 2) identifies what information is missing; 3) instructs how to submit the missing information. Once all information is supplied, the PFL insurance carrier or self-insured employer has 18 days to pay or deny the claim.

If the carrier or self-insured employer does not permit pre-submitting, the carrier or self-insured employer must return the Request for Paid Family Leave within five days to the employee with an explanation that the claim should be re-submitted when all information is available.

Employee signs and dates, before giving this form to their employer to complete Part B.

PART B - EMPLOYER INFORMATION

The employer of the employee requesting PFL must complete all information in Part B.

Question 2: If a Social Security Number is used for the Federal Employer Identification Number (FEIN), enter the Social Security Number.

Question 3: Enter the employer’s Standard Industrial Classification (SIC) Code. Contact your carrier if you don’t know your SIC code.

Question 8: The employee occupation code can be found at: www.bls.gov/soc/2010/soc_alph.htm

Question 9: Enter the wages earned by the employee during the last eight weeks preceding the PFL start date. The gross amount paid is the employee’s gross weekly pay, including any overtime and tips earned for that week, plus the weekly prorated amount of any bonus or commission received during the preceding 52 weeks. (For detailed steps, see Question 18 starting on page 1 of the instructions.) Calculate the gross average weekly wage by adding up the gross amounts paid, and then divide by eight (or number of weeks worked if less than eight).

Affirmation employee is eligible for PFL: An employee who regularly works 20 hours or more per week must have been in employment for at least 26 consecutive weeks. An employee who regularly works less than 20 hours per week must have worked 175 days.

Employer signs and dates, and then returns to the employee requesting PFL within three business days.

Be sure to complete the appropriate additional PFL form(s) based on the type of PFL leave being requested.

Notification Pursuant to the New York Personal Privacy Protection Law (Public Officers Law Article 6-A) and the Federal Privacy Act of 1974 (5 USC 552a).

The Workers’ Compensation Board’s (Board’s) authority to request that employers provide personal information, including their social security number or tax identification number, is derived from the Board’s administrative authority under Workers’ Compensation Law section 142. This information is collected to assist the Board in investigating and administering claims in the most expeditious manner possible and to help maintain accurate records. Providing your social security number or tax identification number to the Board is voluntary. The Board will protect the confidentiality of all personal information in its possession, disclosing it only in furtherance of its official duties and in accordance with applicable state and federal law.

Form PFL-1 Instructions
Page 2 of 2
915708 11/2017

Please complete this form and return to: Cigna, P.O. Box 29050, Phoenix, AZ 85038-9050
If you need assistance please call 888.842.4462
809004397
Request For Paid Family Leave  
(Form PFL-1)

PART A - EMPLOYEE INFORMATION (to be completed by the employee)

1. Employee's legal name (first name, middle initial, last name)

2. Other last names, if any, under which employee has worked

3. Employee's mailing address
   Street address
   City, State
   Zip code
   Country (if not U.S.A.)

4. Employee's Social Security Number or TIN

5. Employee's date of birth (MM/DD/YYYY)

6. Employee's primary telephone number
   (  )

7. Employee's preferred email address while on PFL (if available)

8. Employee's gender
   Male  Female  Not designated/Other

9. Employee's preferred language
   English  Español  Русский  Polski
   汉语  Italiano  Kreyòl ayisyen  한국어
   Other

Optional (for research purposes)

10. Employee's ethnicity/race
    For purposes of health demographic only. (U.S. Centers for Disease Control and Prevention (CDC) code set, version 1.0.)

    Is employee of Hispanic, Latino/a, or Spanish origin? (One or more categories may be selected.)
    Mexican
    Mexican American
    Chicano/a
    Puerto Rican
    Dominican
    Cuban
    Another Hispanic, Latino/a, or Spanish origin
    Not of Hispanic, Latino/a, or Spanish origin
    Unknown

    What is employee's race? (One or more categories may be selected.)
    American Indian or Alaska Native
    Black or African American
    Asian Indian
    Chinese
    Filipino
    Japanese
    Korean
    Vietnamese
    Other Asian
    White
    Native Hawaiian
    Guamanian or Chamorro
    Samoan
    Other Pacific Islander
    Other race

Paid Family Leave (PFL) Request (to be completed by the employee)

11. Reason for PFL request:  Bond with child  Care for family member  Military qualifying event

12. The family member is employee's:
    Child  Spouse  Domestic partner  Parent  Parent-in-law  Grandparent  Grandchild

Form PFL-1 continued on next page
TO BE COMPLETED BY THE EMPLOYEE

<table>
<thead>
<tr>
<th>Employee's name (first name, middle initial, last name)</th>
<th>Employee's date of birth (MM/DD/YYYY)</th>
</tr>
</thead>
</table>

**PART A - EMPLOYEE INFORMATION**

(to be completed by the employee)

13. **Will PFL be for a continuous period of time and/or periodic?**

<table>
<thead>
<tr>
<th>Option</th>
<th>PFL start date (MM/DD/YYYY)</th>
<th>PFL end date (MM/DD/YYYY)</th>
<th>Dates are estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Periodic</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. **If providing less than 30 day's advance notice to the employer, please explain:**

**Employment Information**

(to be completed by the employee)

15. **Business name**

16. **Employee's date of hire (MM/DD/YYYY)**

17. **Employee's work location**

   Street address

   City, State

   Zip code

   Country (if not U.S.A.)

18. **Employee's average gross weekly wage**

   (This data will be requested of both employee and employer)

19. **Employer's telephone number for contact regarding this request**

20a. **Does employee have more than one employer?**

    | Yes | No |
    |-----|----|

20b. **If yes, is employee taking PFL from the other employer?**

    | Yes | No |
    |-----|----|

21. **Is employee currently receiving Workers' Compensation Lost Wage Benefits?**

    | Yes | No |
    |-----|----|

**Disclosure statement:**

Information regarding PFL benefits received by the employee, such as payments received and types of leave, will be provided to the employer. Please be advised that if your employer, union, and/or group association sponsors any other plans, whether or not underwritten or administered by a Cigna company, the information and or records obtained in connection with your application for benefits may also be shared with the underwriting company (insurer) or administrators of those other plans, including their internal or external health management, disease management, wellness, employee/member assistance program or other similar programs, for the purpose of administering any service benefit or feature described in those plans.

**Declaration and signature**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I am hereby making a request for paid family leave benefits under the NYS Workers' Compensation Law. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

Employee's signature

Date signed (MM/DD/YYYY)

I am submitting this form in advance (see instructions about pre-submitting). I understand the insurance carrier will contact me to advise how to submit the required missing information.

---

PFL-1 (11-17)  
Page 2 of 4  
915708 11/2017  
Please complete this form and return to: Cigna, P.O. Box 29050, Phoenix, AZ 85038-9050  
If you need assistance please call 888.842.4462  
899004307
FORM PFL-1 - CONTINUED FROM PRIOR PAGE

TO BE COMPLETED BY THE EMPLOYEE
Employee's name (first name, middle initial, last name) ___________________________
Employee's date of birth (MM/DD/YYYY) ___________________________

PART B - EMPLOYER INFORMATION (to be completed by the employer)

1. Business's full legal name and mailing address
Business name ___________________________
Mailing address ___________________________
City, State ___________________________ Zip code ______________ Country (if not U.S.A.)

2. Employer's FEIN (Optional) ___________________________

3. Employer's Standard Industrial Classification (SIC) Code (Optional) ________________

4. Employer's contact name for questions related to PFL ___________________________

5. Employer's contact telephone number ( ) ___________________________ - ___________________________

6. Employer's contact email address ___________________________

7. Employee's date of hire (MM/DD/YYYY) ___________________________

8. Employee's occupation Codes are available at: www.bls.gov/soc/2010/soc_alph.htm ___________________________

9. Enter the last 8 weeks of gross wages for the employee and calculate the average gross weekly wage

<table>
<thead>
<tr>
<th>Week no.</th>
<th>Week ending date (MM/DD/YYYY)</th>
<th>Number of days worked</th>
<th>Gross amount paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Calculated average gross weekly wage: ___________________________

10. Will you be requesting reimbursement for advance payment of PFL benefits or payments in like manner as wages made to the employee?*  
( ) Yes  ( ) No

10a. For continuous leaves only:  
Please provide the end date for reimbursements: ___________________________ / ___________________________ / ___________________________

10b. For intermittent leaves only:  
Do you wish to be reimbursed for all intermittent absences?* All payments for intermittent absences relating to a single leave request must be issued to the same payee.  
( ) Yes  ( ) No

*By checking "Yes" you certify that you are lawfully entitled to receive the requested reimbursements for payments made to the employee.

Form PFL-1 continued on next page
TO BE COMPLETED BY THE EMPLOYEE

Employee’s name (first name, middle initial, last name)

Employee’s date of birth (MM/DD/YYYY)

PART B - EMPLOYER INFORMATION (to be completed by the employer) - continued from prior page

Form PFL-1 continued from prior page

11a. In the preceding 52 weeks has the employee taken leave for:

☐ NYS Disability  ☐ PFL  ☐ Both Disability and PFL  ☐ None

11b. Enter the total number of weeks and days taken for both Disability and PFL in the last 52 weeks:

Disability:

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Please provide specific dates for Disability:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Days</td>
<td></td>
</tr>
</tbody>
</table>

PFL:

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Please provide specific dates for PFL:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Days</td>
<td></td>
</tr>
</tbody>
</table>

12. Is the employee taking Family Medical Leave Act (FMLA) concurrently with PFL?

☐ Yes  ☐ No

13. PFL insurance carrier’s name and mailing address

PFL insurance carrier’s name

Cigna Life Insurance Company of New York (CLICNY)

Mailing address

PO Box 29050

City, State

Phoenix, AZ

Zip code

85038-9050

Country (if not U.S.A.)

14. PFL insurance carrier’s telephone number

(8888) 842 4462

15. PFL policy number

Declaration and signature

☐ I affirm the employee regularly works 20 or more hours per week and has been in employment for at least 26 consecutive weeks OR the employee regularly works less than 20 hours per week and has worked at least 175 days.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I am the person authorized to sign as the employer of the employee requesting PFL. My signature affirms that to the best of my knowledge and belief, the information I have provided is true and accurate.

Employer’s authorized signature

Date signed (MM/DD/YYYY)

Title
Bonding Certification (Form PFL-2) Instructions

If the employee is requesting PFL to bond with a newborn, an adopted child or a foster child, the employee must submit the Bonding Certification (Form PFL-2) with the Request For Paid Family Leave (Form PFL-1).

**BONDING CERTIFICATION** (to be completed by the employee)

The employee requesting PFL must complete all applicable requested information. Send completed forms and supporting documentation to insurance carrier.

If this form is being submitted in advance (pre-submitting) and some information is unknown, the insurance carrier will contact the employee and explain how to provide the required additional information.

Questions 1 & 2: If the form is submitted to the PFL insurance carrier prior to the birth of a child, this is considered pre-submitting. The employee is then required to provide the required documentation of the child’s birth to the PFL insurance carrier. The PFL carrier will tell the employee how to provide the required additional documentation.

There may be instances where PFL can be taken before the adoption or foster care is finalized. For example, the employee may be required to appear in court or travel to another country as part of the adoption or foster care process. The employee should include documentation to show that the PFL is necessary to further the adoption or foster care.

Question 5: See chart below for documentation details. Unless specified, do not send the original documents.

<table>
<thead>
<tr>
<th>Bonding Form/Certification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health care provider certification of pregnancy</td>
<td>An original letter obtained from the birth mother’s health care provider that certifies pregnancy. It should include the mother’s name and the expected due date.</td>
</tr>
<tr>
<td>Health care provider certification of birth</td>
<td>An original letter obtained from the birth mother’s health care provider that includes the mother’s name and child’s date of birth.</td>
</tr>
<tr>
<td>Birth Certificate</td>
<td>A copy of the certificate issued by the city or county office in which the child is born.</td>
</tr>
<tr>
<td>Voluntary Acknowledgment of Paternity (Form LDSS-4418)</td>
<td>A copy of the form that establishes legal fatherhood when the parents are unmarried. Completed by both mother and father. For more information, see <a href="http://childsupport.ny.gov/dcse/aop_howto.html">childsupport.ny.gov/dcse/aop_howto.html</a></td>
</tr>
<tr>
<td>Court Order of Filiation</td>
<td>A copy of the order from the family court that names the father of a child. Establishes legal fatherhood when the parents are unmarried. Completed by both mother and father. For more information, visit <a href="http://childsupport.ny.gov/dcse/aop_howto.html">childsupport.ny.gov/dcse/aop_howto.html</a></td>
</tr>
<tr>
<td>Marriage Certificate</td>
<td>A copy of the official statement issued by the town or city clerk from which the marriage certificate was issued.</td>
</tr>
<tr>
<td>Civil union/domestic partner’s documentation</td>
<td>A copy of the certificate of civil union or domestic partnership.</td>
</tr>
<tr>
<td>Foster care placement letter</td>
<td>A copy of the letter of foster care placement issued by the county or city department of social services or authorized voluntary foster care agency.</td>
</tr>
<tr>
<td>Court documents of adoption</td>
<td>A copy of the court document finalizing adoption or documentation in furtherance of court order finalizing adoption.</td>
</tr>
<tr>
<td>Other documentation</td>
<td>Other documentation of parental relationship may be accepted if none of the others listed apply.</td>
</tr>
</tbody>
</table>

Notification Pursuant to the New York Personal Privacy Protection Law (Public Officers Law Article 6-A) and the Federal Privacy Act of 1974 (5 USC 552a).

The Workers’ Compensation Board’s (Board’s) authority to request that employees provide personal information, including their social security number or tax identification number, is derived from the Board’s administrative authority under Workers’ Compensation Law section 142. This information is collected to assist the Board in investigating and administering claims in the most expedient manner possible and to help it maintain accurate records. Providing your social security number or tax identification number to the Board is voluntary. The Board will protect the confidentiality of all personal information in its possession, disclosing it only in furtherance of its official duties and in accordance with applicable state and federal law.

Form PFL-2 Instructions
Page 1 of 1

Please complete this form and return to: Cigna, P.O. Box 29353, Phoenix, AZ 85038-0500
If you need assistance please call 888.842.4462 8/9004308
# Request For Paid Family Leave

**Bonding Certification (Form PFL-2)**

**Instructions included with form**

## TO BE COMPLETED BY THE EMPLOYEE

<table>
<thead>
<tr>
<th><strong>Employee’s name</strong> (first name, middle initial, last name)</th>
<th><strong>Employee’s date of birth (MM/DD/YYYY)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ]/ [ ]/ [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other last names, if any, under which employee has worked</strong></th>
<th><strong>Employee’s Social Security Number or TIN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] - [ ] - [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Employee’s mailing address</strong></th>
<th><strong>Mailing address</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>City, State</strong></th>
<th><strong>Zip code</strong></th>
<th><strong>Country (if not U.S.A.)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## BONDING CERTIFICATION (to be completed by the employee)

1. **Child’s date of birth (MM/DD/YYYY)** [ ]/ [ ]/ [ ]

2. **Child’s gender**
   - [ ] Male
   - [ ] Female
   - [ ] Not designated/Other

3. **Does child live with the employee requesting PFL?**
   - [ ] Yes
   - [ ] No

4. **Child is employee’s:**
   - [ ] Biological child
   - [ ] Stepchild
   - [ ] Foster child
   - [ ] Adopted child
   - [ ] Legal guardian
   - [ ] Spouse/Domestic partner’s child

5. **Select one of the following and attach the document as required as evidence of the relationship.**

   **Parent of newborn child:**
   - [ ] Health care provider certification of pregnancy (include expected due date AND mother’s name); OR
   - [ ] Health care provider certification of birth (include date of birth of child AND mother’s name); OR
   - [ ] Child’s birth certificate

   **Other parent:**
   - [ ] Copy of birth certificate naming second parent; OR
   - [ ] Voluntary acknowledgment of paternity; OR
   - [ ] Court order of filiation; OR
   - [ ] Birth mother documents (see above) PLUS one of the following:
     - [ ] Marriage certificate; OR
     - [ ] Certificate of civil union; OR
     - [ ] Evidence of domestic partnership
   - [ ] OR: Other documentation of parental relationship

   **Foster parent:**
   - [ ] Letter of foster care placement or anticipated placement issued by county or city department of Social Services or authorized voluntary foster care agency

   **Adoptive parent:**
   - [ ] Court document finalizing adoption
   - [ ] Documentation in furtherance of adoption

6. **Date of foster care or adoption placement, if applicable (MM/DD/YYYY)** [ ]/ [ ]/ [ ]

---

Form PFL-2 continued on next page
<table>
<thead>
<tr>
<th><strong>TO BE COMPLETED BY THE EMPLOYEE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee's name</strong> (first name, middle initial, last name)</td>
</tr>
<tr>
<td>_____________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BONDING CERTIFICATION</strong> (to be completed by the employee) - continued from prior page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Declaration and signature</strong></td>
</tr>
<tr>
<td>Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.</td>
</tr>
<tr>
<td>I am hereby making a request for paid family leave benefits under the NYS Workers' Compensation Law. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.</td>
</tr>
<tr>
<td><strong>Employee's signature</strong></td>
</tr>
<tr>
<td>____________________________</td>
</tr>
</tbody>
</table>