

Maternity Leave (STD, FMLA, PFL) Quick Reference

Congratulations on the upcoming birth of your baby! This is a “quick reference” to assist you in a smooth transition from maternity leave (STD) to time off to bond with your new baby.

STD (Short-term Disability)

- When your doctor determines your due date make sure to inform HR Department.
- When your doctor determines you are no longer able to work, call the HR Department to open a Short-Term Disability claim. Don't call “too early”; maybe two (2) weeks prior to your due date. Please note: STD is paid on your regular pay cycle through the Standard Security Insurance
- When you deliver the baby, call the HR Department and give them the “actual” delivery date
- Be sure your physician provides you with updated medical information by completing the Attending Physician Statement provided by Standard Security Insurance.

FMLA (Family Medical Leave Act)

- FMLA is for a maximum of 12 weeks in a rolling 52-week period.
- In order to be eligible for FMLA, you must have worked for Sabin for 12 months and worked 1250 hours in the immediate 12 months prior to the start of your disability.
- If you are eligible, FMLA will **automatically** run concurrently with Short-Term Disability. There is no paperwork for you to complete. HR department will give you a copy of notice of rights and responsibilities under the FMLA and Designation notice.

PFL (Paid Family Leave)

Once your period of disability ends, if you wish to stay out longer to bond with your new baby, you may be eligible for up to ten (10) weeks of bonding time under the **NYS paid family leave PFL**.

- The HR department will discuss PFL with you when on STD so that the transition would be seamless. They will explain the process and what, if any, documentation is needed.
- **Step 1** Be sure to communicate with HR Department and your supervisor on your intentions to remain out of work once your STD ends to begin your PFL bonding time.
- HR department will provide you with forms & fill out the employer portion.
- **Step 2** Be sure to fill out the employee portion of the form and provide the dates you wish to bond. Be sure to fill out and provide all the supporting documentation needed to Standard Security Insurance. It is the employee's responsibility to submit the form to Standard Security.
- Also, if you are eligible for **FMLA**, it **will automatically run concurrently with PFL** when bonding is taken in a “block of time”. There is no FMLA paperwork to complete.

- Intermittent bonding is covered under PFL. ***Intermittent bonding is not covered under FMLA unless the employer agrees to allow intermittent leave.*** Call HR Department at 585-538-2194 ext. 296 with any questions.