

NYSIF Guide to Submitting Disability & Paid Family Leave Claims

What do you do when an employee becomes disabled and cannot work? Or becomes eligible for leave under New York State's Paid Family Leave?

NYSIF has prepared some tips for handling NYS Disability Benefits and Paid Family Leave claims that I'd like to share.

The Benefits

Both benefits are paid by NYSIF.

Disability Benefits (DB) is paid time off for a non-work-related injury or illness, or pregnancy, that prevents the employee from working.

Paid Family Leave (PFL) is paid, job-protected time off to

1. bond with a new child
2. care for a family member or
3. handle matters when a family member is deployed abroad by the military.

Claim Forms & Instructions

- You can direct your employees to our [Filing a Disability Benefits Claim and Filing](#) or [Filing a Paid Family Leave Claim](#) page to the following links for detailed **tutorials** on how to get a claim filed.
- Once fully completed, claim forms may be submitted to NYSIF via fax, email or mail. (To avoid delays, send documents only one way.)

Fax: 518-437-5201 (preferred)

DBClaims@nysif.com

NYSIF

Attn: Disability Claims

PO Box 66699

Albany NY 12206

Notify Employees about Benefits

- Employers are required to post the PFL-120 and DB-120 **Notices of Compliance** (provided in packets mailed by NYSIF) in a visible location within the workplace.
- When an employee is absent from work for more than 7 consecutive days due to a non-work-related disability or potential PFL reason, give the employee the **Statement of Rights** for both benefits (DB-271S and PFL-271S).

- Note that Paid Family Leave provides more than just a monetary benefit – it provides **job security** and **health insurance protection** for employees, similar to unpaid leave under FMLA, but regardless of the size of the employer.
- **Employees may not be penalized** for requesting or receiving Paid Family Leave.

The Claim Process

- **Deadline:** Employees must submit DB or PFL claim forms to NYSIF **within 30 days** after the start of their leave. If there is any holdup in the employer portion of the forms or supporting documentation, employees should not delay in submitting the rest of the claim form to NYSIF.
- **Pre-filing claims:** Although NYSIF accepts **PFL claims** prior to the start of the leave, pre-filing actually complicates the process. Both the employee and employer will need to complete additional steps after the leave begins. It is simpler to fill out the claim form shortly after the leave begins.
DB claims *may not* be pre-filed.
- **Continued Pay:** If you have paid wages to your employee while they are out on **PFL**, report this on the PFL-1 form; you may request to have the PFL benefit paid to you as a partial reimbursement. If you do not request reimbursement, the employee receiving full pay from you is not eligible for PFL payments, only job protection.
If you have paid sick time to your employee while they are out on **Disability**, you may request to have the DB paid to you as a partial reimbursement. Report this on Part C of the DB-450 form.

Additional Information

- For general questions, please contact DBClaims@nysif.com.

For more information on Paid Family Leave visit www.PaidFamilyLeave.ny.gov.