RESEARCH FOUNDATION CUNY

RESEARCH FOUNDATION
of The City University of New York
230 West 41st Street
New York, NY 10036-7207

Paid Family Leave Filing Instructions

All requests for leave should be submitted to the Leaves Administration team.

Please leave social security fields blank. This information will be updated by Human Resources once your forms are received.

Type of Leave	Forms to be completed and submitted to RFCUNY	Certification Required (supporting documents needed in addition to claim forms)
Bonding with Child (birth mother filing)	PFL 1: Request for Paid Family Leave Part A: To be completed by the employee. Part B: RFCUNY completes. PFL 2: Bonding Certification To be completed by the employee.	▪ Infant's birth certificate; or ▪ If a birth certificate is unavailable, documentation of pregnancy or birth from a health care provider that includes the mother's name and the child's due or birth date.
Bonding with Child (other parent filing)	PFL 1: Request for Paid Family Leave Part A: To be completed by the employee. Part B: RFCUNY completes. PFL 2: Bonding Certification To be completed by the employee.	▪ If available, a birth certificate that names the parent requesting leave; ▪ If parent is not named on the birth certificate, a voluntary acknowledgment of paternity or court order of filiation; ▪ If the documents in above are not available, then the employee must provide, • A copy of documentation of pregnancy or birth from a health care provider that includes the mother's name and the child's due or birth date and • A second document verifying the parent's relationship with the birth mother (i.e., marriage certificate, civil union documents, or domestic partnership documents)
Bonding with Child (foster parent filing)	PFL 1: Request for Paid Family Leave Part A: To be completed by the employee. Part B: RFCUNY completes. PFL 2: Bonding Certification To be completed by the employee.	▪ Letter of foster care placement issued by county or city department of social services or local volunteer agency. ▪ If the employee is not named in the placement document, the employee should submit, • A copy of the document demonstrating placement AND • A second document verifying the relationship to the parent named in the document (i.e., marriage certificate, civil union documents, or domestic partnership documents).

Bonding with Child (adoptive parent filing)	PFL 1: Request for Paid Family Leave Part A: To be completed by the employee. Part B: RFCUNY completes. PFL 2: Bonding Certification To be completed by the employee.	▪ Court document indicating that adoption is in process or is being finalizes, or ▪ For leave taken prior to adoption, a document demonstrating that the adoption process is underway, including but not limited to, a signed statement from an attorney, adoption agency, or adoption-related social service provider that the employee is in the process of adopting a child. ▪ If the second parent is not named in the documents referenced above, the employee must provide • A copy of the document demonstrating adoption and • A second document verifying the relationship to the parent named in the document (i.e., marriage certificate, civil union documents, or domestic partnership documents).
Family Member Care	PFL 1: Request for Paid Family Leave Part A: To be completed by the employee. Part B: RFCUNY completes. PFL 3: Release of Personal Health Information This form allows the health care provider to complete PFL 4 and release it to the employee seeking PFL benefits. The health care provider will retain this form. Do not send to RFCUNY. PFL 4: Health Care Provider Certification for Care of Family Member with Serious Health Condition To be completed by health care provider	▪ The fully completed PFL 4 is the certification for this leave.
Military Qualifying Event (employee's spouse, domestic partner, child, or parent filing)	PFL 1: Request for Paid Family Leave Part A: To be completed by the employee. Part B: RFCUNY completes. PFL 5: Military Qualifying Event To be completed by the employee.	▪ Copy of the military member's active duty orders, or ▪ Letter of impending call to covered duty, or ▪ Documentation of military leave signed by the approving authority for military member's rest and recuperation. See Form PFL 5 Instructions for additional information