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 you are no longer able to work, call Aetna Disability at 1-866-326-1380, 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 University (not through Aetna).
- When you deliver your baby, call Aetna again and give them the “actual” delivery date
- Be sure your physician provides Aetna (NOT Leave Admin or your department) with updated medical information by completing the Attending Physician Statement provided by Aetna.

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 the University for 12 months and worked at least 1250 hours in the immediate 12 months prior to the start of your disability.
- If you are eligible, FMLA will automatically run concurrently with your Short-Term Disability. There is no paperwork for you to complete.

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 eight (8) weeks of bonding time under the NYS Paid Family Leave (PFL).

- To apply for PFL, go to the Leave Administration’s website prior to the end of your disability leave, at: http://www.rochester.edu/working/hr/leave. You should begin the process no more than 30 days in advance.
- **Step 1** - Under the PFL section, complete and submit the form entitled “Request for PFL”. Once submitted a copy of your request will also be sent to the supervisor that you listed on the form.
- When the Leave Admin team receives this request, the employer section information required on the NYS PFL-1 (Part B) form will automatically be submitted to Aetna within 3 business days.
- **Step 2** - In addition go to “PFL Bonding” and complete “NYS Request for Paid Family Leave Form PFL-1 (Part A)”, and “Form PFL-2”; collect all necessary documentation and submit to Aetna (administrator for PFL). They will process your PFL claim and payments will be received from Aetna for any PFL time.
- 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.

For STD questions, please call Donna at (585) 273-5238 or Dawn at (585) 276-5134; for FMLA questions, please call Margaret at (585) 275-5250; for PFL questions, please call Lori at (585) 276-5132

Again, Congratulations!