

Notice of Paid Family Leave Payroll Deduction

New York State Department of Labor recently finalized the regulations accompanying the New York Paid Family Leave Benefits Law (“PFL Law”). As of January 1, 2018, the PFL Law will provide wage replacement and job protection to employees who need time off to bond with a new child, care for a family member with a serious health condition, or assist when a qualifying family member has been called to active military duty.

Houghton University collects the cost of Paid Family Leave through payroll deductions. The 2024 payroll contribution is 0.373% of your weekly wage and is capped at an annual maximum of \$333.24.

You can opt out of Paid Family Leave if you do not expect to work for your employer for the minimum amount of time required for eligibility. If you meet these criteria and wish to opt out, you can do so by completing a Paid Family Leave Waiver. A waiver of family leave benefits may be filed when:

- Your schedule is 20 hours or more per week, but you will not work 26 consecutive weeks; or
- Your schedule is less than 20 hours per week and you will not work 175 days in a 52 consecutive week period.

The Human Resources office will keep completed waivers on file. Your waiver will be automatically revoked if your schedule changes, or you may voluntarily revoke it at any time. If you opt-out and later become eligible, deductions will be collected retroactively to the date the waiver was signed.

If you prefer to opt-out of the Paid Family Leave deduction, please find the PFL Waiver under “Other Forms” on the Student Payroll website below. Bring the completed form to the Human Resources office in the Luckey Building.

<http://www.houghton.edu/studentpayroll>