



### **Special Paid Family Leave Opt-Out Information for Unclassified SUNY Employees**

Unclassified SUNY employees (MC13 and UUP-represented) may file a waiver of Paid Family Leave (PFL) benefits if it is not anticipated that the terms of their employment will meet any of the below sets of service criteria:

- A. A **professional** employee or academic employee (whose regular professional obligation is primarily other than teaching classes) whose regular professional obligation is **at least 20 hours per week**, and who will complete **26 consecutive workweeks** of such employment.\*
- B. A **professional** employee or academic employee (whose regular professional obligation is primarily other than teaching classes) whose regular professional obligation is **less than 20 hours per week**, and who will complete **175 cumulative workdays** of such employment. For these purposes, work days include days that the employee reports to the work location.\*
- C. An **academic** employee whose regular professional obligation is primarily teaching, and teaches **at least two courses per semester**, and who will complete **26 consecutive workweeks** of such employment. Periods of professional obligation beginning prior to and/or ending after the respective semesters will count for these purposes.\*
- D. An **academic** employee whose regular professional obligation is primarily teaching, and teaches **less than two courses per semester**, and who will complete **175 cumulative workdays** of employment. For these purposes, workdays include days the employee is scheduled to teach/student contact, plus one day per week. Periods of professional obligation beginning prior to and/or ending after the respective semesters will count for these purposes.\*

\*Note: Durations of full-paid leave (e.g., through use of accruals) count towards the service requirement (e.g., 26 consecutive workweeks, 175 cumulative workdays), as long as the biweekly PFL premiums are paid for the duration of the leave. Separations of less than 26 weeks will not constitute a break in service. Once an employee has had a separation of more than 26 weeks, they will once again have to meet the minimum eligibility requirements for PFL.

#### **Special Instructions for Unclassified SUNY Employees Filing the Employee Opt-Out of Paid Family Leave Benefits form**

**Complete field #s 1-10. For field #10:** “professional employees” (defined above), write the number of hours you expect to work per week; “academic employees” (defined above), write the number of courses you’ll teach this semester.

**Complete field #11.** Base your answer on the number of days (as defined above) you expect to work per week, given the terms of your appointment letter/contract and your professional obligation

**Complete field #12.** Provide your appointment dates.

#### **Complete the Employee Affirmation section:**

-If your appointment falls within employment scenario A or C (above), check the box that states, “I regularly work 20 hours or more per week, but will not work 26 consecutive weeks for this employer.”

-If your appointment falls within employment scenario B or D (above), check the box that states, “I regularly work less than 20 hours per week, but will not work 175 days in 52 consecutive weeks for this employer.”

**Your completion and signature of the waiver serves as a record that you understand that this waiver is null and void if it is anticipated that you will work more than 20 hours per week or teach two or more courses for 26 weeks, or will work less than 20 hours per week or teach less than two courses for at least 175 days.**