To Use Paid Family Leave To:

<table>
<thead>
<tr>
<th>Bond with a newborn, a newly adopted or fostered child</th>
<th>Care for a family member with a serious health condition</th>
<th>Assist family members due to another family member’s active military duty or impending active duty abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Form PFL-1</td>
<td>Complete Form PFL-1</td>
<td>Complete Form PFL-1</td>
</tr>
<tr>
<td>• Complete PFL-1, Part A</td>
<td>• Complete PFL-1, Part A</td>
<td>• Complete PFL-1, Part A</td>
</tr>
<tr>
<td>• Provide PFL-1 to employer</td>
<td>• Provide PFL-1 to employer</td>
<td>• Provide PFL-1 to employer</td>
</tr>
<tr>
<td>• Employer completes PFL-1, Part B and returns to you within 3 days</td>
<td>• Employer completes PFL-1, Part B and returns to you within 3 days</td>
<td>• Employer completes PFL-1, Part B and returns to you within 3 days</td>
</tr>
<tr>
<td>Complete Form PFL-2</td>
<td>Complete Form PFL-3</td>
<td>Complete Form PFL-5</td>
</tr>
<tr>
<td>• Complete PFL-2 and collect supporting documentation</td>
<td>• Care recipient completes PFL-3 and provides to health care provider</td>
<td>• Complete PFL-5 and collect supporting documentation</td>
</tr>
<tr>
<td>Send forms and documents</td>
<td>• Care recipient’s health care provider keeps PFL-3</td>
<td>Send forms and documents</td>
</tr>
<tr>
<td>• Send completed forms and supporting documentation to insurance carrier</td>
<td>• Send completed forms and supporting documentation to insurance carrier</td>
<td>• Send completed forms and supporting documentation to insurance carrier</td>
</tr>
<tr>
<td>• Insurance carrier accepts or denies claim within 18 days</td>
<td>• Insurance carrier accepts or denies claim within 18 days</td>
<td>• Insurance carrier accepts or denies claim within 18 days</td>
</tr>
</tbody>
</table>

Please keep a copy of all pages for your records.
### Part A - Employee Information

The employee requesting PFL must complete all required information.

#### Paid Family Leave (PFL) Request

**Questions 13:** If dates are “Continuous”, the employee must provide the start and end dates of the requested PFL. These dates should be the actual dates that the PFL will begin and end. If uncertain, estimate the start and end dates and indicate “Dates are estimated”. If dates are “Periodic”, enter the dates PFL will be taken. Please be as specific as possible. If the dates are unknown or estimated, indicate “Dates are estimated”.

If dates are estimated, the PFL carrier may require you to submit a request for payment after the PFL day is taken. Payment for approved claims will be due as soon as possible but in no event more than 18 days from the date of the completed request.

**Question 14:** If the employee is submitting the PFL request to their employer with less than 30 days’ advance notice from the start date of the PFL, the employee must explain why 30 days’ notice could not be given. If the explanation will not fit in the space provided on the form, enter “See Attached” and add an attachment with the explanation. Be sure to include the employee’s full name and their date of birth at the top of the attachment.

#### Employment Information

**Question 16:** Enter the date of hire to the best of the employee’s recollection. If it has been more than a year since the date of hire, entering the year in which employment started is sufficient.

**Question 18:** Enter the best estimate of average gross weekly wage. Include only the wages earned from the employer listed on this request form. The gross weekly wage is the total weekly pay including overtime, tips, bonuses and commissions before any deductions are made by the employer, such as federal and state taxes. If the employer is not able to supply this information, the employee can calculate their gross weekly wage as follows:

1. **Step 1:** Add all gross wages received (before any deductions) over the last eight weeks prior to the start of PFL, including overtime and tips earned. (See Step 3 for instructions for calculating bonuses and/or commissions.)

2. **Step 2:** Divide the gross wages calculated in step one by eight (or the number of weeks worked if less than eight) to calculate the average weekly wage.

3. **Step 3:** If the employee received bonuses and/or commissions during the 52 weeks preceding PFL, add the prorated weekly amount to the average weekly wage. To determine the prorated weekly amount, add all bonuses/commissions earned in the preceding 52 weeks and then divide by 52.

**Example of a gross weekly wage calculation:**

| Week 1 | Gross wage including overtime | $550 |
| Week 2 | Gross wage | $500 |
| Week 3 | Gross wage | $500 |
| Week 4 | Gross wage | $500 |
| Week 5 | Gross wage | $500 |
| Week 6 | Gross wage | $500 |
| Week 7 | Gross wage, including overtime | | $600 |
| Week 8 | Gross wage, including overtime | + $550 |
| Total | | $4,200 |
| Divide by 8 | | + 8 |
| Average Weekly Wage | | $525 |
| Bonus earned in preceding 52 weeks | | $2,600 |
| Divide by 52 | | + 52 |
| Prorated Weekly Bonus | | $50 |
| Average Weekly Wage | | $525 |
| Prorated Weekly Bonus | | + $50 |
| **Average Weekly Wage (including bonus)** | | $575 |

Please note that the employer is also required to provide this information in Part B of the Request For Paid Family Leave (Form PFL-1).
**PART A - EMPLOYEE INFORMATION** (to be completed by the employee) - continued from prior page

*Form PFL-1 Instructions continued from prior page*

**If you are pre-submitting form:** Indicate if the employee is pre-submitting their PFL request. Pre-submitting is defined as submitting the application in advance of an upcoming qualifying event, with certain required information missing due to the information being unknown at the time of the submitting. If pre-submitting is permitted by the carrier or self-insured employer, the missing information must be supplied as soon as it is known. Benefits cannot be determined until all of the required information is provided.

The PFL insurance carrier or self-insured employer will provide the employee a notice within five days which 1) states the claim is pending; 2) identifies what information is missing; 3) instructs how to submit the missing information. **Once all information is supplied, the PFL insurance carrier or self-insured employer has 18 days to pay or deny the claim.**

If the carrier or self-insured employer does not permit pre-submitting, the carrier or self-insured employer must return the Request for Paid Family Leave within five days to the employee with an explanation that the claim should be re-submitted when all information is available.

Employee signs and dates, before giving this form to their employer to complete Part B.

---

**PART B - EMPLOYER INFORMATION** (to be completed by the employer)

The employer of the employee requesting PFL must complete all information in Part B.

**Question 2:** If a Social Security Number is used for the Federal Employer Identification Number (FEIN), enter the Social Security Number.

**Question 3:** Enter the employer’s Standard Industrial Classification (SIC) Code. Contact your carrier if you don’t know your SIC code.

**Question 8:** The employee occupation code can be found at: [www.bls.gov/soc/2010/soc_alph.htm](http://www.bls.gov/soc/2010/soc_alph.htm)

**Question 9:** Enter the wages earned by the employee during the last eight weeks preceding the PFL start date. The gross amount paid is the employee’s gross weekly pay, including any overtime and tips earned for that week, plus the weekly prorated amount of any bonus or commission received during the preceding 52 weeks. (For detailed steps, see Question 18 on page 1 of the instructions.) Calculate the gross average weekly wage by adding up the gross amounts paid, and then divide by eight (or number of weeks worked if less than eight).

**Affirmation employee is eligible for PFL:** An employee who regularly works 20 hours or more per week must have been in employment for at least 26 consecutive weeks. An employee who regularly works less than 20 hours per week must have worked 175 days.

Employer signs and dates, and then returns to the employee requesting PFL within three business days.

Be sure to complete the appropriate additional PFL form(s) based on the type of PFL leave being requested.

---

**Notification Pursuant to the New York Personal Privacy Protection Law (Public Officers Law Article 6-A) and the Federal Privacy Act of 1974 (5 USC 552a).**

The Workers’ Compensation Board’s (Board’s) authority to request that employees provide personal information, including their social security number or tax identification number, is derived from the Board’s administrative authority under Workers’ Compensation Law section 142. This information is collected to assist the Board in investigating and administering claims in the most expedient manner possible and to help it maintain accurate records. Providing your social security number or tax identification number to the Board is voluntary. The Board will protect the confidentiality of all personal information in its possession, disclosing it only in furtherance of its official duties and in accordance with applicable state and federal law.

Form PFL-1 Instructions
Page 2 of 2

If you need assistance, please call (844) 337-6303
www.ny.gov/PaidFamilyLeave
Request For Paid Family Leave
(Form PFL-1)

PART A - EMPLOYEE INFORMATION (to be completed by the employee)

1. Employee’s legal name (first name, middle initial, last name)

2. Other last names, if any, under which employee has worked

3. Employee’s mailing address
   Street address
   City, State
   Zip code
   Country (if not U.S.A.)

4. Employee’s Social Security Number or TIN

5. Employee’s date of birth (MM/DD/YYYY)

6. Employee’s primary telephone number
   ( ) -

7. Employee’s preferred email address while on PFL (if available)

8. Employee’s gender
   Male  Female  Not designated/Other

9. Employee’s preferred language
   English  Español  Русский  Polski
   中文  Italiano  Kreyòl ayisyen  한국어
   Other

10. Employee’s ethnicity/race
    For purposes of health demographic only. (U.S. Centers for Disease Control and Prevention (CDC) code set, version 1.0.)
    Is employee of Hispanic, Latino/a, or Spanish origin?
    (One or more categories may be selected.)
    Mexican  Mexican American  Chicano/a  Puerto Rican  Dominican  Cuban  Another Hispanic, Latino/a, or Spanish origin  Not of Hispanic, Latino/a, or Spanish origin  Unknown
    What is employee’s race?
    (One or more categories may be selected.)
    American Indian or Alaska Native  Black or African American  Asian Indian  Chinese  Filipino  Japanese  Korean  Vietnamese  Other Asian  White  Native Hawaiian  Guamanian or Chamorro  Samoan  Other Pacific Islander  Other race

Paid Family Leave (PFL) Request (to be completed by the employee)

11. Reason for PFL request:  Bond with child  Care for family member  Military qualifying event

12. The family member is employee’s:
   Child  Spouse  Domestic partner  Parent  Parent-in-law  Grandparent  Grandchild

Form PFL-1 continued on next page
## Employment Information
### 15. Business name

<table>
<thead>
<tr>
<th>Business name</th>
</tr>
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<td></td>
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</table>

### 16. Employee’s date of hire (MM/DD/YYYY)

<table>
<thead>
<tr>
<th>Date of hire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### 17. Employee’s work location

<table>
<thead>
<tr>
<th>Location details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street address</td>
</tr>
<tr>
<td>City, State</td>
</tr>
<tr>
<td>Zip code</td>
</tr>
<tr>
<td>Country (if not U.S.A.)</td>
</tr>
</tbody>
</table>

### 18. Employee’s average gross weekly wage

<table>
<thead>
<tr>
<th>Wage details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### 19. Employer’s telephone number for contact regarding this request

<table>
<thead>
<tr>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### 20a. Does employee have more than one employer?

- Yes
- No

### 20b. If yes, is employee taking PFL from the other employer?

- Yes
- No

### 21. Is employee currently receiving Workers’ Compensation Lost Wage Benefits?

- Yes
- No

---

**Disclosure statement:** Information regarding PFL benefits received by the employee, such as payments received and types of leave, will be provided to the employer.

---

**Declaration and signature**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I am hereby making a request for paid family leave benefits under the NYS Workers’ Compensation Law. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

<table>
<thead>
<tr>
<th>Signature details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee’s signature</td>
</tr>
<tr>
<td>Date signed (MM/DD/YYYY)</td>
</tr>
</tbody>
</table>

I am submitting this form in advance (see instructions about pre-submitting). I understand the insurance carrier will contact me to advise how to submit the required missing information.
TO BE COMPLETED BY THE EMPLOYEE

Employee's name (first name, middle initial, last name)

Employee's date of birth (MM/DD/YYYY)

PART B - EMPLOYER INFORMATION (to be completed by the employer)

1. Business’s full legal name and mailing address
   Business name
   Mailing address
   City, State Zip code Country (if not U.S.A.)

2. Employer’s FEIN

3. Employer’s Standard Industrial Classification (SIC) Code

4. Employer’s contact name for questions related to PFL

5. Employer’s contact telephone number ( ) -

6. Employer’s contact email address

7. Employee’s date of hire (MM/DD/YYYY)

8. Employee’s occupation Codes are available at: www.bls.gov/soc/2010/soc_alph.htm -

9. Enter the last 8 weeks of gross wages for the employee and calculate the average gross weekly wage

<table>
<thead>
<tr>
<th>Week no.</th>
<th>Week ending date (MM/DD/YYYY)</th>
<th>Number of days worked</th>
<th>Gross amount paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td>3</td>
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<td>6</td>
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<td>7</td>
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<td></td>
<td></td>
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<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Calculated average gross weekly wage:

10. If employee received or will receive full wages while on PFL, will employer be requesting reimbursement?  
    Yes  No
**TO BE COMPLETED BY THE EMPLOYEE**

<table>
<thead>
<tr>
<th>Employee’s name (first name, middle initial, last name)</th>
<th>Employee’s date of birth (MM/DD/YYYY)</th>
</tr>
</thead>
</table>

**PART B - EMPLOYER INFORMATION** (to be completed by the employer) - continued from prior page

**Form PFL-1 continued from prior page**

11a. In the preceding 52 weeks has the employee taken leave for:  
- [ ] NYS Disability  
- [ ] PFL  
- [ ] Both Disability and PFL  
- [ ] None

11b. Enter the total number of weeks and days taken for both Disability and PFL in the last 52 weeks:

<table>
<thead>
<tr>
<th>Disability</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks</td>
<td></td>
</tr>
<tr>
<td>Days</td>
<td></td>
</tr>
</tbody>
</table>

Please provide specific dates for Disability:

<table>
<thead>
<tr>
<th>PFL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks</td>
<td></td>
</tr>
<tr>
<td>Days</td>
<td></td>
</tr>
</tbody>
</table>

Please provide specific dates for PFL:

12. Is the employee taking Family Medical Leave Act (FMLA) concurrently with PFL?  
- [ ] Yes  
- [ ] No

13. PFL insurance carrier’s name and mailing address

<table>
<thead>
<tr>
<th>PFL insurance carrier’s name</th>
<th>Mailing address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City, State</td>
</tr>
<tr>
<td></td>
<td>Zip code</td>
</tr>
<tr>
<td></td>
<td>Country (if not U.S.A.)</td>
</tr>
</tbody>
</table>

14. PFL insurance carrier’s telephone number (  ) -

15. PFL policy number

Declarations and signature

- [ ] I affirm the employee regularly works 20 or more hours per week and has been in employment for at least 26 consecutive weeks OR the employee regularly works less than 20 hours per week and has worked at least 175 days.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

I am the person authorized to sign as the employer of the employee requesting PFL. My signature affirms that to the best of my knowledge and belief, the information I have provided is true and accurate.

Employer’s authorized signature

Date signed (MM/DD/YYYY)

Title
Release Of Personal Health Information Under
The Paid Family Leave Law (Form PFL-3) Instructions

- If an employee is requesting PFL to care for a family member with a serious health condition, the care recipient or an authorized representative must complete a Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3) and submit it to their health care provider, along with a copy of the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4).

- The Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3) enables the health care provider to complete Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) and release it to the employee seeking PFL benefits.

- Before completing and signing, the care recipient must read the Release Of Personal Health Information Under The Paid Family Leave Law (Form PFL-3) in its entirety.

- The employee requesting PFL submits both the Request For Paid Family Leave (Form PFL-1) and the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) to their employer’s PFL insurance carrier, or to their employer if the employer is self-insured, for PFL benefit determination.

NOTE: This form will be retained by the health care provider. The employee should make a copy for their records before giving it to the health care provider.

Care recipient or authorized representative signs and dates.

This form is given to the care recipient’s health care provider along with the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4).

### RELEASE OF PERSONAL HEALTH INFORMATION BY THE HEALTH CARE PROVIDER FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION (to be completed by the care recipient or authorized representative and submitted to care recipient’s health care provider with Form PFL-4)

Employee enters their name, and care recipient’s (patient’s) name and date of birth at the top of each page.

The PFL insurance carrier name requested at the top of the form is the same as the PFL insurance carrier identified in Request For Paid Family Leave (Form PFL-1) Part B line 13.

Care recipient or authorized representative must complete all applicable requested information.

If a care recipient is unable to fill out this form, an authorized representative must attach a copy of legal documentation, such as a health care proxy or power of attorney, permitting the representative to sign on behalf of the care recipient. The health care provider will require this documentation of authorization unless the authorized representative is a parent signing on behalf of a minor child.
RELEASE OF PERSONAL HEALTH INFORMATION BY THE HEALTH CARE PROVIDER FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION (to be completed by the care recipient or authorized representative and submitted to care recipient's health care provider with Form PFL-4)

I, ________________, authorize my health care provider listed on this form to release my personal health information to ________________ and their employer’s PFL insurance carrier ________________.

Records Subject to Release: This form gives the health care provider listed permission to include information from your health care records on the attached medical certification. This form gives your health care provider permission to release only the information in your health care records that relate to your current condition, which is the subject of the employee’s request for Paid Family Leave benefits.

Duration of Revocable Release: This authorization ends after one year, or when you revoke the release. You can cancel this release at any time. To cancel, send a letter to the health care provider listed on this form.

This form does NOT allow your health care provider to release the following types of information, unless you specifically permit such release. Put an “X” next to any information your health provider MAY release:

- [ ] HIV/AIDS related information
- [ ] Mental health information
- [ ] Alcohol/drug treatment
- [ ] Psychotherapy notes

Health Care Provider Information (to be completed by the care recipient or authorized representative)

Identify the health care provider who is currently providing you with treatment for a condition that is subject to the employee’s request for PFL benefits.

1. Health care provider’s name

2. Health care provider’s mailing address

   Mailing address

   City, State   Zip code   Country (if not U.S.A.)

3. Health care provider’s telephone number (provide area or country code)
RELEASE OF PERSONAL HEALTH INFORMATION BY THE HEALTH CARE PROVIDER FOR A FAMILY MEMBER WITH A SERIOUS HEALTH CONDITION (to be completed by the care recipient or authorized representative and submitted to care recipient’s health care provider with Form PFL-4) - continued from prior page

**Form PFL-3 continued from prior page**

**Care Recipient Information (to be completed by the care recipient or authorized representative)**

4. Care recipient’s mailing address

Mailing address

City, State | Zip code | Country (if not U.S.A.)

5. Care recipient’s Social Security Number [___] - [___] - [___]

6. Care recipient’s telephone number (provide area or country code)

---

**READ AND SIGN BELOW**

I hereby request that the health care provider listed give a completed Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) to the employee identified on the PFL-4 form. I understand that such information includes a diagnosis and prognosis of my current condition, the date it commenced, and any estimation of the amount of care that I require from the employee requesting PFL benefits as a result of my current condition.

Care recipient’s signature

Date signed (MM/DD/YYYY) [___] / [___] / [___]

---

**Authorized representative**

Print name

I, [___], represent the care recipient in this matter as authorized by:

- [ ] Parental right
- [ ] Power of attorney (attach copy)
- [ ] Court order (attach copy)
- [ ] Health care proxy (attach copy)

Authorized representative’s signature

Date signed (MM/DD/YYYY) [___] / [___] / [___]

---

The employee should retain a copy for their own records.
Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) Instructions

The employee requesting PFL to care for a family member with a serious health condition must submit the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) with the Request For Paid Family Leave (Form PFL-1).

Employee:

- Employee enters their name, date of birth, other last names, if any, under which they have worked, Social Security or Taxpayer Identification Number (TIN) number, mailing address, and care recipient’s (patient’s) name and date of birth at the top of page 1.
- Employee enters their name and date of birth, and care recipient’s (patient’s) name and date of birth at the top of page 2.
- Employee gives the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) to the health care provider.

HEALTH CARE PROVIDER CERTIFICATION FOR CARE OF FAMILY MEMBER WITH SERIOUS HEALTH CONDITION
(to be completed by the health care provider for the care recipient (patient) and returned to the employee identified above)

The patient’s health care provider must complete all applicable requested information unless noted as optional.

Patient Information / family member with serious health condition (to be completed by the health care provider for the care recipient (patient) and returned to the employee identified above)

Question 2: Providing the optional ICD-10 code is recommended.

The patient’s health care provider must complete the Patient Information and Health Care Provider sections of the Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4).

Health care provider signs and dates, and then returns the form to the employee requesting PFL.

If you believe the patient is the victim of abuse or neglect caused by the employee requesting PFL, you may decline to provide this certification.

Employee:

- When you receive the completed Health Care Provider Certification For Care Of Family Member With Serious Health Condition (Form PFL-4) form from the health care provider, send the completed forms and supporting documentation to the insurance carrier.

Notification Pursuant to the New York Personal Privacy Protection Law (Public Officers Law Article 6-A) and the Federal Privacy Act of 1974 (5 USC 552a).

The Workers’ Compensation Board’s (Board’s) authority to request that employees provide personal information, including their social security number or tax identification number, is derived from the Board’s administrative authority under Workers’ Compensation Law section 142. This information is collected to assist the Board in investigating and administering claims in the most expedient manner possible and to help it maintain accurate records. Providing your social security number or tax identification number to the Board is voluntary. The Board will protect the confidentiality of all personal information in its possession, disclosing it only in furtherance of its official duties and in accordance with applicable state and federal law.
TO BE COMPLETED BY THE EMPLOYEE

Employee's name (first name, middle initial, last name)  

Employee's date of birth (MM/DD/YYYY)  

Other last names, if any, under which employee has worked  

Employee's Social Security Number or TIN  

Employee's mailing address  

City, State  

Zip code  

Country (if not U.S.A.)  

Care recipient's (patient's) name (first name, middle initial, last name)  

Care recipient's (patient's) date of birth (MM/DD/YYYY)  

HEALTH CARE PROVIDER CERTIFICATION FOR CARE OF FAMILY MEMBER WITH SERIOUS HEALTH CONDITION  
(to be completed by the health care provider for the care recipient (patient) and returned to the employee identified above)

Patient Information / family member with serious health condition  
(to be completed by the health care provider for the care recipient (patient) and returned to the employee identified above)

1. Does patient require care by the employee requesting Paid Family Leave (PFL)?  
   Yes  
   No (If no, skip to “Health Care Provider Information”).  

   Note: For the purposes of this section, “providing care” may include necessary physical care, emotional support, visitation, assistance in treatment, transportation, arranging for a change in care, assistance with essential daily living matters, and personal attendant services.

2. Primary ICD-10 code (optional)  

3. Diagnosis  

4. Date patient’s condition commenced (MM/DD/YYYY)  

5. First date care for patient is needed (MM/DD/YYYY)  

6. Expected date patient will no longer require care (MM/DD/YYYY)  

7. Estimated number of days per week OR days per month patient requires care  

   Days/week  
   OR  
   Days/month  

Health Care Provider Information  
(to be completed by the health care provider for the care recipient (patient) and returned to the employee identified above)

8. Health care provider’s name
HEALTH CARE PROVIDER CERTIFICATION FOR CARE OF FAMILY MEMBER WITH SERIOUS HEALTH CONDITION
(to be completed by the health care provider for the care recipient (patient) and returned to the employee identified above)
- continued from prior page

**Form PFL-4 continued from prior page**

9. **Type of health care provider:**

- [ ] Medical Doctor (MD)
- [ ] Doctor of Osteopathy (DO)
- [ ] Doctor of Podiatric Medicine (DPM)
- [ ] Doctor of Chiropractic Medicine (DC)
- [ ] Dentist (DDS/DDM)
- [ ] Physician’s Assistant (PA)
- [ ] Nurse Practitioner (NP)
- [ ] Licensed Psychologist
- [ ] Licensed Social Worker (LMSW/LCSW)
- [ ] Other (specify)

10. **Health care provider’s mailing address**

    Mailing address

    City, State | Zip code | Country (if not U.S.A.)

11. **Health care provider’s telephone number** (provide area or country code)

12. **Health care provider’s fax number** (provide area or country code)

13. **Health care provider’s email address** (if available)

14. **State or country (if not U.S.A.) in which health care provider is licensed to practice**

15. **Specialty**

16. **Health care provider’s license number**

**Certification and signature**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

My signature attests that the information I have provided in this form is based on my professional assessment within my licensed scope of practice.

Health care provider’s signature | Date signed (MM/DD/YYYY)

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员工信息 (first name, middle initial, last name)

员工的出生日期 (MM/DD/YYYY)

家庭成员 (patient's) name (first name, middle initial, last name)

家庭成员 (patient's) 出生日期 (MM/DD/YYYY)

健康照护提供者的邮寄地址

健康照护提供者的电话号码 (提供区号)

健康照护提供者的传真号码 (提供区号)

健康照护提供者的电子邮件地址 (如有)

健康照护提供者的执业地点 (如非美国)

专业

健康照护提供者的执业号码

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员工姓名 (first name, middle initial, last name)

员工的出生日期 (MM/DD/YYYY)

家庭成员 (patient's)姓名 (first name, middle initial, last name)

家庭成员 (patient's) 出生日期 (MM/DD/YYYY)

健康照护提供者的邮寄地址

健康照护提供者的电话号码 (提供区号)

健康照护提供者的传真号码 (提供区号)

健康照护提供者的电子邮件地址 (如有)

健康照护提供者的执业地点 (如非美国)

专业

健康照护提供者的执业号码

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如果需要帮助，请拨打 (844) 337-6303

www.ny.gov/PaidFamilyLeave