

How to Request a Paid Family Leave

1.



Verify your eligibility for Paid Family Leave on hr.syr.edu/familyleave.

2.



Provide 30 days advance notice to your supervisor. If your situation is urgent, notify your supervisor as soon as possible.

3.



Complete the required forms from hr.syr.edu/forms. A family member or their health care provider may also need to complete forms.

4.



Submit forms to the Syracuse University Leave Administrator.
Email: leaveadmin@syr.edu
Fax: 315.443.1063
Mail:
HR Service Center
Skytop Office Bldg.
640 Skytop Road
Syracuse, NY 13244

5.



Monitor your syr.edu email for notifications and required actions from the Syracuse University Leave Administrator.

Reminders:



- Paid Family Leave benefits will be paid by check, even if you normally have direct deposit for payroll.
- Paid Family Leave benefits are taxable. You will receive a Form 1099 along with your year-end W-2.
- More information about Paid Family Leave can be found at ny.gov/paidfamilyleave.