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.
   1. Email: [leaveadmin@syr.edu](mailto:leaveadmin@syr.edu)
   2. Fax: 315-443-1063
   3. 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.

Syracuse University Office of Human Resources

Syracuse University recognizes the New York Paid Family Leave benefits that provides support when employees need time away from work for certain family matters. Employee in CA, NJ, and RI are eligible for paid family leave benefits according to their state’s regulations.