



Bonding Leave/Paternity Leave/Foster Care/Adoption

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CHECKLIST

Please follow the instructions below to ensure your leave is processed correctly.



STEP 1:

Contact Human Resources at HRTEAM@connerstrong.com to schedule a leave meeting.

STEP 2:

- To request your bonding/paternity leave, contact New York Life (NYL) at 888-842-4462. Once you submit your request, your leave documents will be mailed to you or forms can be downloaded directly from mynylgbs.com 48 hours after your claim is filed.
- Create your online employee account to view the status and download documents within your claim.
- Review ALL information sent to you from NYL. Each document is important and includes meaningful information to assist you in navigating the leave process.
- Completed form(s) can be provided by you or your doctor to New York Life: Online: Log on to myNYLGBS.com and under "My Claims", select your claim number. Next, beneath "Documents", click on "Upload a Document". • Email: AbsenceManagement@newyorklife.com • Fax: 866.472.3221 • Mail: New York Life Group Benefit Solutions PO Box 81077 Cleveland, OH 44181

STEP 3:

New Jersey Employees Only

- Apply for NJ Family Leave Insurance (FLI) within 30 days of your leave start date on the NJ Family Leave website: <https://myleavebenefits.nj.gov> (Employee to complete online process).
- Please note, if you are transitioning from pregnancy leave to bonding leave, the state of NJ will send you an FL2 form in the mail to apply for bonding leave, please follow instructions on the FL2 to apply for Family Leave insurance for bonding.
- For questions regarding NJ Family Leave benefits or assistance with your claim, please call the state of NJ directly at 609-292-7060, or visit <https://myleavebenefits.nj.gov> Complete and return any forms you receive from the State of NJ regarding your claim.

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STEP 3 (CONTINUED):

New York Employees

- Complete and submit the Request for Paid Family Leave (Form PFL-1) and Bonding Certification (Form PFL-2) to Human Resources at HRTEAM@connerstrong.com. Click here for the forms:
 - <https://ww3.nysif.com/Home/Claimant/DBClaimant/PaidFamilyLeaveClnmt> **OR**
 - <https://eddecdf-f-a352-477e-9176-803dfa423368.usrfiles.com/ugd/eddecdf-f1f766aaba9304fd8a46ad7b60b084d16.pdf>
- Once HR has approved your request, you must submit your completed package to New York State Insurance Fund (NYSIF Policy #6530366). Submit your completed request within 30 days after the start of your leave to avoid losing benefits. Submit in one way only: fax to 518.437.5201, e-mail to DBClaims@nysif.com, or mail to NYSIF, PO Box 66699, Albany, NY 12206
- For additional information on New York Paid Family Leave click here: <https://paidfamilyleave.ny.gov/>

Non-New Jersey Employees

Employees can apply for bonding leave through New York Life at 888-842-4462

STEP 4:

- Notify your insurance carrier of birth
- To add your child onto your benefits (within 31 days of the date of birth or placement) complete the Employee Change Form (Located on Beneportal)
- Provide Certification of Birth-such as Birth Certificate, Verification of Birth Letter, Proof of Placement for adoption, Proof of Adoption etc.
- Email the documents and employee change form to Human Resources at HRTEAM@connerstrong.com
- For questions regarding your benefits, please contact HRTEAM@connerstrong.com.

BONDING/PATERNITY/FOSTER CARE/ADOPTION LEAVE FREQUENTLY ASKED QUESTIONS

Q: When can I take bonding leave?

A: If you meet the required eligibility under the FMLA/NJFLA, you can take your bonding leave any time from baby's date of birth up until your baby's first birthday or from the date of placement for adoption or foster care.

Q: How do I apply for bonding leave in New Jersey?

A: [Division of Temporary Disability and Family Leave Insurance \(nj.gov\)](#)

Q: How do I apply for bonding leave in New York?

<https://paidfamilyleave.ny.gov/>

Q: When do I apply for bonding leave?

A: At least 30 days in advance of your leave start date.

Q: How is FMLA/NJFLA eligibility determined?

A: You must be an employee for 1 year and have 1,000 hours worked in the 12-month period just prior to the start date of your leave.

Q: What if I am not eligible? (Have not been an employee for one year, or have less than 1,000 hours worked in the last 12 months)

A: If you are not FMLA/NJFLA eligible, you do not qualify for FMLA/NJFLA bonding leave and leave cannot be provided under the laws.

Q: How much bonding leave can I take?

A: You can take up to 12 weeks of bonding leave, depending on eligibility.

Q: Can I take my bonding leave intermittently? (Taken in blocks of time)

A: Yes, you can take bonding leave intermittently. Contact HR to coordinate intermittent leave. The maximum amount of bonding that an employee could take is up to 8 weeks, depending on eligibility.

Q: How will I be paid – New Jersey Employees?

A: IMPORTANT-You must apply for New Jersey Family Leave Insurance (FLI) benefits. The NJ FLI process is an online process. Please visit www.MyLeaveBenefits.nj.gov for more information and instructions on how to apply.

NJ FLI will be paid on a Money Network/My Banking Direct Debit Card. The current state payment is 85% of your regular weekly wage up to a max weekly payment of \$1,081 (2025).

PTO/Accrued Sick/Paid Parental Leave can be used to supplement the state payment and will be paid on the regular CSB payroll schedule however you are normally paid (direct deposit etc.). All normal deductions will come out of your PTO payments (benefits, taxes, 401k, etc.). Contact HR to coordinate pay.

Q: How will I be paid – New York Employees?

A Please click here for information on New York PFL: <https://ww3.nysif.com/Home/Claimant/DBClaimant/PaidFamilyLeaveCmnt>

Q: What if I have questions regarding my NJ FLI claim?

A: Please contact the state directly at 609-292-7060, or visit www.MyLeaveBenefits.nj.gov

Q: What if I have questions regarding my NY PFL claim?

<https://ww3.nysif.com/Home/Claimant/DBClaimant/PaidFamilyLeaveCmnt>

Q: How do I return to work after my family leave?

A: Notify Human Resources at HRTEAM@connerstrong.com and the state of your return-to-work date. Also, notify your manager of your return date.

Q: What happens to my benefits while I am out on leave and how do I pay for them?

A: During your leave, CSB will continue to pay its portion of your group benefits premiums and you must pay your share, if applicable, of the benefits contributions. If you normally pay a portion of the contributions for your benefits, your contributions will be deducted from your paycheck(s) that you will be receiving during your leave. If you are on an unpaid leave, your payments will be suspended during the period of your unpaid leave. Upon your return from leave, CSB can deduct all outstanding benefit deductions from the number of pay periods missed from your future pay checks or you may write a check for the balance due. If you fail to return from your leave, your insurance will be cancelled, and you will be sent information on how you may continue your coverage (COBRA). In addition, if you fail to return to work, CSB reserves the right to seek reimbursement for the cost of benefit premiums paid during leave.

Please note, your medical coverage will remain in effect for up to 26 weeks during approved FMLA/NJFLA leave. After 26 weeks of leave, you would need to enroll in COBRA to continue your medical coverage.

Q: What happens if I have a loan with Empower?

A: Employees approved for a consecutive leave of absence under the FMLA/NJFLA, will not be expected to make loan repayments. Once you return from your leave of absence and are placed back in an active status, your loan(s) will automatically be re-amortized. If you have any questions about your loan(s), please contact Empower at 888-411-4015.

Q: How do I add my child to my CSB health benefits?

A: Once your baby is born, you have 31 days to add your newborn to your benefits. Email HRTEAM@connerstrong.com to request the Employee Change Form. The form should be completed and returned to HRTEAM@connerstrong.com. Please note employee change form in the subject line.

Q: Can I add my child as a beneficiary under my Life Insurance?

A: Yes. Please contact HRTEAM@connerstrong.com to request a beneficiary form.