TheStandard®

Standard Insurance Company
866.756.8116 Tel 866.751.5174 Fax
PO Box 3877 Portland OR 97208

Applying For Massachusetts Paid Family And Medical Leave (MA PFML)

To Use Massachusetts Paid Family And Medical Leave To: Bond with a newborn, a newly adopted or fostered child

Complete Form MA PFML-1
- ☐ Complete MA PFML-1, Part A
- ☐ Provide MA PFML-1 to employer
- ☐ Employer completes MA PFML-1, Part B and returns to you within 3 days

Complete Form MA PFML-2
- ☐ Complete MA PFML-2 and collect supporting documentation

Send forms and documents
- ☐ Send completed forms and supporting documentation to The Standard
- ☐ The Standard accepts or denies claim within 14 days

Please keep a copy of all pages for your records.

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Request For Massachusetts Paid Family And Medical Leave (Form MA PFML-1) Instructions

- To request Massachusetts Paid Family And Medical Leave (MA PFML), the employee requesting MA PFML must complete Part A of the *Request For Massachusetts Paid Family And Medical Leave* (Form MA PFML-1). All items on the form are required unless noted as optional. The employee then provides the form to the employer to complete Part B.
- The employer completes Part B of the *Request For Massachusetts Paid Family And Medical Leave* (Form MA PFML-1) and returns it to the employee within three days.
- Additional forms are required depending on the type of leave being requested. The employee requesting leave is responsible for the completion of these forms.
- The employee submits the completed *Request For Massachusetts Paid Family And Medical Leave* (Form MA PFML-1) with the required additional form to The Standard. The employee should retain a copy of each submitted form for their records.

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

The employee requesting MA PFML must complete all required information.

Massachusetts Paid Family And Medical Leave (MA PFML) Request (to be completed by the employee)

Question 10: Family member means the spouse, domestic partner, child, parent or parent of a spouse or domestic partner of the employee; a person who stood in *loco parentis* to the employee when the employee was a minor child; or a grandchild, grandparent or sibling of the employee.
Child means a biological, adopted or foster child, a stepchild or legal ward, a child to whom the employee stands in *loco parentis*.
Grandchild means a child of the employee's child.
Grandparent means a parent of the employee's parent.
Parent means the biological, adoptive, step-brother or step-sister of the employee.
Spouse means a husband or wife or domestic partner of an employee.

Question 11: If dates are "Continuous", the employee must provide the start and end dates of the requested MA PFML. These dates should be the actual dates that the MA PFML will begin and end. If uncertain, estimate the start and end dates and indicate "Dates are estimated". If dates are "Periodic", enter the dates MA PFML 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 Standard may require you to submit a request for payment after the MA PFML day is taken. Payment for approved claims will be due as soon as possible but in no event more than 14 days from the date of the completed request.

Question 12: Date employer was notified. If the employee is submitting the MA PFML request to their employer with less than 30 days' advance notice from the start date of the MA PFML, 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 (to be completed by the employee)

Question 14: 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: List all other income you will be receiving while on MA PFML. Include the type/name of income and how much. Example PTO from employer for $500.00 a week.

If you are pre-submitting form: Indicate if the employee is pre-submitting their MA PFML 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 Standard, 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 Standard 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 Standard has 14 days to pay or deny the claim.**

If The Standard does not permit pre-submitting, The Standard must return the Request for Massachusetts Paid Family And Medical 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.

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

The employer of the employee requesting MA PFML 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 8. You can call the state or check through the employer portal for this information.

"Wage" or "wages" means: For the purpose of payment of benefits, the remuneration paid by one or more employers to an employee for employment during the employee's qualifying period.

Average Weekly Wage will be based on the weekly Wages in effect with the Employer on the day immediately preceding the date Family or Medical Leave under the Group Policy begins. For former Employees, the Average Weekly Wage will be based on Wages that were in effect on the last day the former Employee was in the employment of the Employer. For Covered Individuals who are paid hourly, the Average Weekly Wage is based on the hourly pay rate multiplied by the number of hours regularly scheduled to work for the Employer per week, but not more than 40 hours. If the Covered Individual does not have regular work hours, the Average Weekly Wage is based on the average number of hours worked per week for the Employer during the preceding 52 calendar weeks (or during the period of employment with the Employer if less than 52 weeks), but not more than 40 hours. If a Covered Individual has multiple Employers, the Average Weekly Wage will be calculated for each employer or Covered Business Entity separately.

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

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

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Request For Massachusetts Paid Family And Medical Leave (Form MA PFML-1)

TO BE COMPLETED BY THE EMPLOYEE

Employee's name (first name, middle initial, last name)	Employee's date of birth (MM/DD/YYYY)

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 | City | State | Zip Code | Country (if not USA)
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 MA PFML (if available)
8. Employee's gender ☐ Male ☐ Female ☐ Not designated/Other
9. Reason for MA PFML request: ☐ Bond with child ☐ Care for family member ☐ Military qualifying event ☐ Own serious health condition ☐ Care of a family member who is a service member
10. The family member is employee's: ☐ Child ☐ Spouse or registered domestic partner ☐ Sibling ☐ Parents and legal guardians (or spouse's parent) ☐ Grandparent ☐ Grandchild
11. Will MA PFML be for a continuous period of time and/or periodic?

☐ Continuous ______ / ________ / __________ MA PFML start date (MM/DD/YYYY) __________ / ________ / _________ MA PFML end date (MM/DD/YYYY) ☐ Dates are estimated

Identify dates periodic MA PFML will be taken:

☐ Periodic ____ ☐ Dates are estimated

If providing less than 30 days advanced notice to the employer, please explain:______________________________

12. Date employer was notified. If providing less than 30 day's advance notice to the employer, please explain:

Employment Information (to be completed by the employee)

13. Business name
14. Employee's date of hire (MM/DD/YYYY)

14a. Employee's last day of work (MM/DD/YYYY)

15. Employee's work location Street address

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

16. Employer's telephone number for contact regarding this request. ( )
17. Is employee currently receiving Workers' Compensation Benefits? ☐ Yes ☐ No
18. List pay you will be receiving while on MA PFML, source of pay and amount.
19. Have you taken any leave in the last 52 weeks? ☐ Yes ☐ No
20. If yes list dates and type of leave.

Disclosure statement: Information regarding MA PFML 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 presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

I am hereby making a request for paid family and medical leave benefits under the Massachusetts State Paid Family And Medical Leave Law. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

Employee's signature	Date signed (MM/DD/YYYY)

☐ 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.

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Request For Massachusetts Paid Family And Medical Leave (Form MA PFML-1)

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

Mailing address

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

2. Employer's FEIN

3. Employer's EIN	4. Employer's contact name for questions related to MA PFML

5. Employer's contact telephone number ( )	6. Employer's contact email address

7. Employee's date of hire (MM/DD/YYY)	7a. Employee's last day of work (MM/DD/YYY)

8. Employee's Average Weekly Wage

9. Employee's Typical Work Week Hours

10a. Check Days Normally Worked ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

10b. Is employee hourly or salaried? ☐ Hourly ☐ Salaried

11. List the last date the employee will receive pay, for example the last date through which sick leave benefits, if any, will be paid.

12a. What type of paid benefits will the employee receive while on MA PFML? Include the last date through which any compensation will be paid.

12b. If, while on fully-insured MA PFML, the employee will receive wages in the form of sick leave, PTO, vacation or an extended illness leave bank that is at least equal to the benefit under the Group Policy, will the employer be requesting reimbursement?
☐ Yes ☐ No

13. Is the employee taking federal Family Medical Leave Act (FMLA)? ☐ Yes ☐ No	14. MA PFML policy number

MA PFML insurance carrier's name and mailing address

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Declaration and signature

☐ I affirm the employee meets the eligibility for Massachusetts Paid Family And Medical Leave.

I am the person authorized to sign as the employer of the employee requesting MA PFML. 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

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Massachusetts Paid Family And Medical Leave Bonding Certification (Form MA PFML-2) Instructions

If the employee is requesting Massachusetts Paid Family And Medical Leave (MA PFML) to bond with a newborn, an adopted child or a foster child, the employee must submit the *Bonding Certification* (Form MA PFML-2) with the *Request For Massachusetts Paid Family And Medical Leave* (Form MA PFML-1).

BONDING CERTIFICATION (to be completed by the employee)

The employee requesting MA PFML must complete all applicable requested information.
Send completed forms and supporting documentation to The Standard.

If this form is being submitted in advance (pre-submitting) and some information is unknown, the insurance carrier will contact the employee and explain how to provide the required additional information.

Question 1 & 2: If the form is submitted to the MA PFML insurance carrier prior to the birth of a child, this is considered presubmitting. The employee is then required to provide the required documentation of the child's birth to the MA PFML insurance carrier. The MA PFML carrier will tell the employee how to provide the required additional documentation.

There may be instances where MA PFML can be taken before the adoption or foster care is finalized. For example, the employee may be required to appear in court or travel to another country as part of the adoption or foster care process. The employee should include documentation to show that the MA PFML is necessary to further the adoption or foster care.

Question 5: See chart below for documentation details. Unless specified, do not send the original documents.

Bonding Form/Certification	Description
Health care provider certification of pregnancy	An **original** letter obtained from the birth mother's health care provider that certifies pregnancy. It should include the mother's name and the expected due date.
Health care provider certification of birth	An **original** letter obtained from the birth mother's health care provider that includes the mother's name and child's date of birth.
Birth Certificate	A **copy** of the certificate issued by the city or county office in which the child is born.
Voluntary Acknowledgment of Paternity	A **copy** of the form that establishes legal fatherhood when the parents are unmarried. Completed by both mother and father.
Court Order	**Documentation** of the order from the family court that names the father of a child. Establishes legal fatherhood when the parents are unmarried. Completed by both mother and father.
Marriage Certificate	A **copy** of the official statement issued by the town or city clerk from which the marriage certificate was issued.
Civil union/domestic partner's documentation	A **copy** of the certificate of civil union or domestic partnership.
Foster care placement letter	A **copy** of the letter of foster care placement issued by the county or city department of social services or authorized voluntary foster care agency.
Court documents of adoption	A **copy** of the court document finalizing adoption or documentation in furtherance or court order finalizing adoption.
Other documentation	Other documentation of parental relationship may be accepted if none of the others listed apply.

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Massachusetts Paid Family And Medical Leave Bonding Certification (Form MA PFML-2)

TO BE COMPLETED BY THE EMPLOYEE

Employee's legal 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 Street			
City	State	Zip Code	Country (if not U.S.A.)

BONDING CERTIFICATION (to be completed by the employee)

1. Child's date of birth (MM/DD/YYYY)

2. Child's gender
☐ Male ☐ Female ☐ Not designated/Other

3. Does child live with the employee requesting MA PFML?
☐ Yes ☐ No

4. Child is employee's:
☐ Biological child ☐ Stepchild ☐ Foster child ☐ Adopted child ☐ Legal ward
☐ *in loco parentis* child ☐ Former minor child *in loco parentis* ☐ Spouse/Domestic partner's child

5. Select one of the following and attach the document as required as evidence of the relationship.

Parent of newborn child:

Birth mother

☐ Health care provider certification of pregnancy (include expected due date AND mother's name); OR
☐ Health care provider certification of birth (include date of birth of child AND mother's name); OR
☐ Child's birth certificate

Other parent

☐ Copy of birth certificate naming second parent; OR
☐ Voluntary acknowledgment of paternity; OR
☐ Court order of Paternity; OR
☐ Birth mother documents (see above) PLUS one of the following:
  ☐ Marriage certificate; OR
  ☐ Certificate of civil union; OR
  ☐ Evidence of domestic partnership
☐ OR; Other documentation of parental relationship

Foster parent

☐ Letter of foster care placement or anticipated placement issued by county or city department of Social Services or authorized voluntary foster care agency

Adoptive parent

☐ Court document finalizing adoption
☐ Documentation in furtherance of adoption

6. Date of foster care or adoption placement, if applicable (MM/DD/YYYY)

Declaration and signature

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

Employee's signature	Date signed (MM/DD/YYYY)