



STATE OF NEW JERSEY
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF TEMPORARY DISABILITY INSURANCE
PO BOX 387
TRENTON, NEW JERSEY 08625 -0387

***NEW JERSEY FAMILY LEAVE INSURANCE
IMPORTANT INFORMATION FOR EMPLOYERS***

Your employees are covered under the Family Leave Insurance provisions of the New Jersey Temporary Disability Benefits Law. You are required by law to post notification at your workplaces detailing program information and employee rights to New Jersey Family Leave Insurance benefits. The poster notification containing all of the information the law requires you to provide to your employees is available for download at the Department of Labor and Workforce Development's website www.nj.gov/labor (select the Family Leave Insurance link and go to Information for Employers).

You must conspicuously display the notification poster in each of your workplaces in a place or places accessible to all employees by December 15, 2008.

You must also provide each employee with a written copy of the notification:

- no later than December 15, 2008
- at the time of an employee's hiring
- whenever an employee notifies you that he/she is taking time off to bond with a newborn or newly adopted child or to care for a seriously ill family member
- at any time, upon the first request of an employee

The written notification may be electronically transmitted to employees .

Beginning January 1, 2009 you will be required to withhold 0.09% (0.0009) of your employees' taxable wages as defined in the Unemployment Compensation Law. This is the same wage upon which the withholding for unemployment compensation is based. The 2009 taxable wage base is \$28,900. The withholding rate increases to 0.12% (0.0012) beginning in 2010. You will report the taxable wages subject to the State Plan Family Leave Insurance (FLI) program on the "Employer Quarterly Report," NJ927. The worker contributions for FLI will be remitted together with the other contributions due on the NJ927.

More detailed information regarding Family Leave Insurance benefit entitlement is posted on the Department's website.

Employers can obtain free posters from the Department by requesting an employer poster packet. E-mail a request to Constituent.Relations@dol.state.nj.us or call (609) 777-3200. Employers can also print them directly from the LWD website at <http://lwd.dol.state.nj.us/labor/employer/content/employerpacketforms.html>. There is no charge for any workplace poster required by the Department.