

PFML Weekly Claim Requirements

[Claim Week runs every Sunday - Saturday]

- **Waiting Week requirement:** An employee must report they missed at least 4 consecutive hours AND may use paid time off from their employer
- **Employees must miss at least a 4 **consecutive** hour absence in the claim week period to qualify for payment from the State**
 - This is not a combined total of 4 hours for PFML during the week- it **must be** consecutive
- **Once an employee has the 4 consecutive hour requirement met, they are allowed to use PFML in 1-hour increments for any day in that same claim week**



- **This 4 consecutive hour requirement can be spanned over the work shifts**
 - **Example:** Employee uses PFML Tuesday afternoon for 3 hours and then uses PFML Wednesday morning for 1 hour

