



## Paid Family Leave

# NOTICE TO EMPLOYEES

Paid Family Leave Insurance  
Coverage Provided by:

**The Standard Life Insurance Company of New York**

Covering Employees of:

### **Paid Family Leave is insurance that provides job protected paid time off to:**

- **Bond** with a newly born, adopted, or fostered child
- **Care** for a family member with a serious health condition
- **Assist** loved ones when a family member is deployed abroad on active military service

### **How to File:**

- **Notify** your employer at least 30 days in advance, if foreseeable, or as soon as possible
- **Submit** the Request for Paid Family Leave form to your employer
- **Complete** and attach the additional documentation as instructed on the request form and submit to the insurance carrier listed below

### **Employers should NEVER discriminate or retaliate against anyone who requests or takes Paid Family Leave**

FOR MORE INFORMATION AND HELP:  
Visit **ny.gov/PaidFamilyLeave**  
or call **(844) 337-6303**

*You can get forms to take Paid Family Leave from*

- Your employer,
- The insurance carrier below, or
- **ny.gov/PaidFamilyLeave**

**The Standard Life Insurance Company of New York**  
333 Westchester Avenue, West Building, Suite 300  
White Plains, New York 10604  
800-378-2409

Policy #: \_\_\_\_\_ Effective From: \_\_\_\_\_ To: \_\_\_\_\_

☐ Statutory ☐ Under a Plan or Agreement

Class(es) of Employees Covered:

### **NOTICE OF COMPLIANCE**

PRESCRIBED BY THE CHAIR, WORKERS' COMPENSATION BOARD

THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE OR PLACES OF BUSINESS.