



TheStandard®

The Standard Life Insurance Company of New York
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PO Box 4160 Portland OR 97208

Applying For Paid Family Leave (PFL)

To Use Paid Family Leave To:

Bond with a newborn, a newly adopted or fostered child

Complete Form PFL-1

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

Complete Form PFL-2

- ☐ Complete PFL-2 and collect required documentation

Send forms and documents

- ☐ Send completed forms and required documentation to The Standard
- ☐ The Standard accepts or denies claim within 18 days

Care for a family member with a serious health condition

Complete Form PFL-1

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

Complete Form PFL-3

- ☐ Care recipient completes PFL-3 and provides to health care provider
- ☐ Care recipient's health care provider keeps PFL-3

Complete Form PFL-4

- ☐ Complete "Employee" information at the top of PFL-4
- ☐ Provide PFL-4 to care recipient's health care provider
- ☐ Care recipient's health care provider completes PFL-4 and returns to you

Send forms and documents

- ☐ Send completed forms and required documentation to The Standard
- ☐ The Standard accepts or denies claim within 18 days

Assist family members due to another family member's active military duty or impending active duty abroad

Complete Form PFL-1

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

Complete Form PFL-5

- ☐ Complete PFL-5 and collect required documentation

Send forms and documents

- ☐ Send completed forms and required documentation to The Standard
- ☐ The Standard accepts or denies claim within 18 days

Please keep a copy of all pages for your records.