



# TheStandard®

The Standard Life Insurance Company of New York  
800.368.2859 Tel 866.752.4037 Fax  
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.