

Paid Family Leave NOTICE OF COMPLIANCE



**Paid Family
Leave**

Paid Family Leave insurance coverage provided by: The Standard Life Insurance Company of New York
INSERT INSURER NAME HERE

Covering employees of: The City University of New York - Classified Staff
INSERT EMPLOYER NAME HERE

Paid Family Leave is employee-funded insurance that provides eligible employees 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 (see paidfamilyleave.ny.gov for eligible family members); or
- **ASSIST** loved ones when a spouse, domestic partner, child, or parent is deployed abroad on active military service.

Paid Family Leave may also be available for use in situations when you or your minor dependent child are under an order of quarantine or isolation due to COVID-19. See PaidFamilyLeave.ny.gov/COVID19 for full details.

Paid Family Leave Request Process:

1. Notify your employer at least 30 days in advance, if foreseeable, or as soon as possible.
2. Complete and submit the *Request for Paid Family Leave (Form PFL-1)* to your employer.
3. Complete and attach the additional documentation as instructed on the request form and submit to your employer's insurance carrier listed below. Submit within 30 days after the start of your leave to avoid losing benefits.

You may obtain all forms from your employer, their insurance carrier listed below, or online at PaidFamilyLeave.ny.gov/Forms.

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

INSURER OR AUTHORIZED NEW YORK SELF-INSURER INFORMATION

Name: The Standard Life Insurance Company of New York Telephone: 800-378-2409

Address: 445 Hamilton Avenue, 11th floor, White Plains, New York 10601

Policy #: 758949-E Effective date from: 1/1/2025 to 12/31/2025

☐ Statutory ☒ Under a plan or agreement

Class(es) of employees covered:

An employee of the Policyholder who is also a New York Senior College member of Skilled Trades and/or Blue & White Collar local unions in eligible titles in one of the following local unions: DC37 375, DC37 384, DC37 924, DC37 983, DC37 1087, DC37 1407, DC37 1597, DC37 1797, DC37 2054, DC37 2627, IATSE 306, IBEW 3, IBT 237, IUOE 30, NYSNA, Plumbers Local 1, and SEIU 300

For more information, visit PaidFamilyLeave.ny.gov or call (844) 337-6303

PRESCRIBED BY THE CHAIR, WORKERS' COMPENSATION BOARD
THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE OR PLACES OF BUSINESS.