



# Paid Family Leave

# NOTICE TO EMPLOYEES

Paid Family Leave Insurance Coverage Provided by:

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

Covering Employees of:

**The State University of New York**

## 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](https://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](https://ny.gov/PaidFamilyLeave)

THE STANDARD LIFE INSURANCE COMPANY OF NEW YORK  
445 HAMILTON AVENUE, 11TH FLOOR  
WHITE PLAINS, NEW YORK 10601

**833-786-5638**

Policy #: **430237-H** Effective From: **1/1/2024** To: **12/31/2024**

Statutory  Under a Plan or Agreement

Class(es) of Employees Covered:

**MC13 and UUP represented employees**

### 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.