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**

You can get forms to take Paid Family Leave from:

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

FOR MORE INFORMATION AND HELP:

Visit ny.gov/PaidFamilyLeave or call (844) 337-6303

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The Standard Life Insurance Company of New York
333 Westchester Avenue, West Building, Suite 300
White Plains, New York 10604   phone: (833) 960-1237

Policy #: 758948  Effective From: 3/8/2021  To: 12/31/2021

☐ Statutory  ☑ Under a Plan or Agreement

Class(es) of Employees Covered:

A New York Senior College employee of the Policyholder in a Professional Staff Congress (PSC) title