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 leave**

**FOR MORE INFORMATION AND HELP:**

Visit [ny.gov/PaidFamilyLeave](http://ny.gov/PaidFamilyLeave) or call (844) 337-6303

First Reliance Standard Life Insurance Company
590 Madison Avenue, 29th Floor, New York, NY 10022
1-800-351-7500

Policy #: DBL252038 Effective From: 01/01/2018 To: Until cancelled

X Statutory _ Under a Plan or Agreement

Class(es) of Employees Covered:
All Employees eligible under the New York Paid Family Leave Benefits Law.