



# Paid Family Leave

# NOTICE TO EMPLOYEES

Paid Family Leave Insurance Coverage Provided by:

Lincoln Life & Annuity Company of New York

Covering Employees of:

St. James Hospital

### **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](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*

Lincoln Life & Annuity Company of New York  
 8801 Indian Hills Drive  
 Omaha, Nebraska 68114-4066  
 800-423-2765

Policy #: 000010257979      Effective: From: 01/01/2020 To: 01/01/2022

Statutory       Under a Plan or Agreement

Class(es) of Employees Covered:  
 Class 1: All Employees Eligible for New York Disability Maintenance Law

### **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.