



# Paid Family Leave

# NOTICE TO EMPLOYEES

Paid Family Leave Insurance Coverage Provided by: The Prudential Insurance Company of America

Covering Employees of: Molloy College

## 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**

*You can get forms to take Paid Family Leave from*

- *Your employer,*
- *The insurance carrier below, or*
- *[ny.gov/PaidFamilyLeave](http://ny.gov/PaidFamilyLeave)*

The Prudential Insurance Company of America  
 Disability Management Services - PO Box 13480  
 Philadelphia, PA 19101  
 1-800-842-1718

Policy #: CG-52145-NY Effective From: 01/01/2018 To: Indefinite

Statutory     Under a Plan or Agreement

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