



# Paid Family Leave

# NOTICE TO EMPLOYEES

Paid Family Leave Insurance Coverage Provided by: Renaissance Life and Health Insurance Company of New York  
INSERT INSURER NAME HERE

Covering Employees of: Cooperative Home Care Associates  
INSERT EMPLOYER NAME HERE

### 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)*

INSERT NAME, ADDRESS, AND TELEPHONE NUMBER OF INSURER OR MAIN OFFICE OF AUTHORIZED NEW YORK SELF-INSURER  
Renaissance Life and Health Insurance Company of New York  
2 Court St., Suite 102  
Binghamton, NY 13901

Policy #: D000021109 Effective From: 10/1/2023 To: 9/30/2024

Statutory  Under a Plan or Agreement

Class(es) of Employees Covered:  
**All eligible employees under the New York Disability 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.