

Parental Leave Policy Reference Sheet

PARENTAL LEAVE DETAILS

You are eligible for ABC Company's parental leave if you are a full-time, US based regular employee who has completed 12 months of service with ABC Company (as of January 1, 2023) and who is the biological parent or adoptive parent of a new child.

ABC Company offers up to four weeks of Paid Parental Leave, which can be taken any time during the first six months following the birth or adoption of a child in **no less than (1) week increments**.

Requesting Leave



Online: <https://www.mynylgbs.com/auth>



Call: (888) 842-4462 or (866) 562-8421 (español),
7:00 am – 7:00 pm CST



Mailing address:

New York Life Group Benefits Solutions,
P.O. Box 709015, Dallas, TX 75370-9015



Email: GBSIntakePaper@newyorklife.com

During Leave

Track your leave with New York Life including your:

- Claim status (pending/approved/denied)
- Remaining balance for job protected leave. (You will continue to be paid by ABC Company during your bonding time.)
- Reported missed days and return to work

Returning from Leave

Notify your manager before you plan to return to work. New York Life will contact you to confirm your return-to-work date prior to the end of your leave. Once you return, confirm your return to work date with your manager and with New York Life at **myNYLGBS.com** or by phone.

Important notes:

- If you reside in a state that offers paid parental leave and/or disability, payments you receive from ABC Company will be offset by any amount you receive from the state. It is your responsibility to coordinate directly with the state to receive the benefit.
- If you are enrolled in ABC Company's Short-Term Disability plan and Family Leave Programs, you will need to submit the appropriate forms required by the state in order to receive the state disability benefit.

Which States Offer What Leaves

See below for an overview of which states offer what type of benefit.

State	Short-Term Disability Program	Family Leave Program	Family and Medical Leave Program
California	https://www.edd.ca.gov/Disability/Disability_Insurance.htm	https://www.edd.ca.gov/Disability/Paid_Family_Leave.htm	No
Connecticut	No	No	https://ctpaidleave.org/
District of Columbia	No	No	https://does.dc.gov/page/paid-family-leave-0
Hawaii	http://labor.hawaii.gov/dcd/home/about-tdi/	No	No
Massachusetts	No	No	https://www.mass.gov/orgs/departments-of-family-and-medical-leave
New Jersey	https://myleavebenefits.nj.gov/worker/tdi/	https://myleavebenefits.nj.gov/labor/myleavebenefits/worker/fli/	No
New York	http://www.wcb.ny.gov/content/main/offthejob/db-overview.jsp	https://paidfamilyleave.ny.gov/	No
Oregon	No	No	https://www.oregon.gov/employ/PFMLI/Pages/default.aspx
Puerto Rico	Call 787-754-5850	No	No
Rhode Island	https://dlt.ri.gov/tdi/	http://ripaidleave.net/	No
Washington	No	No	https://esd.wa.gov/paid-family-medical-leave