

Please display the Paid Family poster on the other side of this sheet in an area visible to your employees.



# Paid Family Leave

# NOTICE TO EMPLOYEES

Paid Family Leave Insurance Coverage Provided by: Arch Insurance Company

Covering Employees of: BTL PAYROLL LLC (Payroll Employer)

### 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](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)*

Arch Insurance Company  
 Harborside 3  
 210 Hudson Street, Suite 300  
 Jersey City, NJ 07311-1107

Policy #: 11DBL8375100 Effective From: 1/1/2019 To: 12/31/2019

Statutory  Under a Plan or Agreement

All Employees

### 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.