

PAID FAMILY LEAVE

ROAD MAP FOR BONDING LEAVE



Steve
(Employee)
Brian's employee



Brian
(Employer)
Steve's Boss



ShelterPoint
(Insurance Carrier)

1. EMPLOYER NOTIFICATION

- Steve and his wife decided to adopt a child, so he needs some time off after they bring the baby home.
- Steve sends an informal written notification to his employer, Brian, **30 days before** his 1st day of taking Paid Family Leave, indicating the type and length/schedule of Leave.



2. PREPARING FOR THE LEAVE

- Brian has time to make necessary arrangements (look for temps, etc.)
- He can give Steve the claim forms or ask him to download them at: www.shelterpoint.com/pfl

Paid Family Leave Starts

Bond with a new born, a newly adopted or fostered child



3. TEEING UP THE PAPER-WORK

REQUEST FOR PAID FAMILY LEAVE (FORM PFL-1)



- Steve completes **PFL-1 PART A**.
- He sends it to Brian.



- Brian needs to complete **PFL-1 PART B** and return it to Steve **within 3 days**.



BONDING CERTIFICATION (FORM PFL-2)



- Steve completes **PFL-2**.



- Steve prepares all required documents specified on the form.



4. CLAIM SUBMISSION

- Steve collects and sends the completed **PFL-1 & PFL-2** claim forms with all required supporting documents to ShelterPoint **within 30 days** of 1st day of his PFL.



Mail: PFL Claims
ShelterPoint Life
1225 Franklin Avenue, Ste. 475
Garden City, NY 11530



Fax: 516-504-6414



Email: claimforms@shelterpoint.com



5. CLAIM REVIEW

- ShelterPoint PFL Claim Specialist reviews all claim information.
- If some information is missing, Steve will be notified and then needs to submit the requested information.
- Steve can check his claim status by calling **800-365-4999**.

6. BENEFIT CHECK



- Eligible claims that are submitted on time and properly completed are **paid within 18 days of receipt**, otherwise, **within 18 days of submission of missing information**.

Visit www.shelterpoint.com/pfl or email us at pflquestions@shelterpoint.com.