NOTICE TO EMPLOYEES

Paid Family Leave Insurance Coverage Provided by: Crown Risk Management, LLC
Covering Employees of: Utica University

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 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

Crown Risk Management, LLC - 432 N. Franklin St, Ste 20 Syracuse, NY 13204 (315) 428-3830

Policy #: Self-insured
Effective From: 1/1/2024 To: 12/31/2025

Class(es) of Employees Covered:
Full and part time 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.