



# Notice to Employee

## New York State Paid Family Leave (NYPFL)

### PAID TIME OFF

Starting January 1, 2018, eligible employees are entitled to NYPFL paid time off to:

- bond with a newly born, adopted, or fostered child,
- care for a family member with a serious health condition, or
- assist loved ones when a family member is deployed abroad on active military duty.

### ADDITIONAL PROTECTIONS

- Employees have a right to return to their same or comparable job upon return from NYPFL, assuming the job has not yet completed and/or comparable open job exists at return.
- Employees are guaranteed continued health insurance, if any, while on leave. Employers may require employees to continue to pay their health insurance premium contributions.
- Citizenship and immigration status do not impact eligibility.
- Employers cannot discriminate against employees for taking NYPFL.

### ELIGIBILITY

- **Full-Time Employees:** Employees with a regular work schedule of **20 or more hours per week** with Central Casting are eligible after 26 consecutive workweeks in New York.
- **Part-Time Employees:** Employees with a regular work schedule of **less than 20 hours per week** with Central Casting are eligible after 175 actual days worked in New York.

**OPT-OUT FORM:** Central Casting registered talent may submit an Opt-out form to opt out of NYPFL payroll deductions. The Opt-out form is available at: [www.centralcasting.com/ny/register/#forms](http://www.centralcasting.com/ny/register/#forms). Please read the Opt-out form for additional information.

### BENEFITS

Benefits phase in over four years. For example, in 2018, employees are eligible for up to 8 weeks of paid leave at 50% of their average weekly wage (AWW), up to 50% of the New York State Average Weekly Wage (SAWW). NYPFL benefits are paid for through a small weekly payroll deduction from employee paychecks.

YEAR	WEEKS OF LEAVE	BENEFIT
2018	8 weeks	50% of employee's AWW, up to 50% of SAWW
2019	10 weeks	55% of employee's AWW, up to 55% of SAWW
2020	10 weeks	60% of employee's AWW, up to 60% of SAWW
2021	12 weeks	67% of employee's AWW, up to 67% of SAWW

### HOW TO APPLY FOR BENEFITS

1. Employee notifies EP Benefit Solutions ([NYPFL@ep.com](mailto:NYPFL@ep.com)) 30 days prior to leave or as soon as practicable if unforeseen. Employee will need to provide SSN and identify himself/herself as a Central Casting registered talent.
2. EP Benefit Solutions will determine employee's initial eligibility and provide information for employee to file a claim with Central Casting's NYPFL insurance carrier, Cigna.
3. Employee will need to complete a claim application and provide supporting documentation for leave (birth certificate, military deployment certification, etc.). Employee will submit paperwork directly to Cigna for approval.
4. EP Benefit Solutions will work with Central Casting to complete Part B Employer section of the application.
5. Cigna will pay or deny a claim within 18 days of receipt of the completed claim.

I acknowledge receipt of this Notice on the date specified below.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

For more information or to apply for NYPFL, please contact EP Benefit Solutions at [NYPFL@ep.com](mailto:NYPFL@ep.com).