



**To Use Paid Family Leave To:**

**Bond with a newborn, a newly adopted or fostered child**

- Complete Form PFL-1**
  - Complete PFL-1, Part A
  - Provide PFL-1 to employer
  - Employer completes PFL-1, Part B and returns to you within 3 days
- Complete Form PFL-2**
  - Complete PFL-2 and collect supporting documentation
- Send forms and documents**
  - Send completed forms and supporting documentation to insurance carrier
  - Insurance carrier accepts or denies claim within 18 days

**Care for a family member with a serious health condition**

- Complete Form PFL-1**
  - Complete PFL-1, Part A
  - Provide PFL-1 to employer
  - Employer completes PFL-1, Part B and returns to you within 3 days
- Complete Form PFL-3**
  - Care recipient completes PFL-3 and provides to health care provider
  - Care recipient's health care provider keeps PFL-3
- Complete Form PFL-4**
  - Complete "Employee" information at the top of PFL-4
  - Provide PFL-4 to care recipient's health care provider
  - Care recipient's health care provider completes PFL-4 and returns to you
- Send forms and documents**
  - Send completed forms and supporting documentation to insurance carrier
  - Insurance carrier accepts or denies claim within 18 days

**Assist family members due to another family member's active military duty or impending active duty abroad**

- Complete Form PFL-1**
  - Complete PFL-1, Part A
  - Provide PFL-1 to employer
  - Employer completes PFL-1, Part B and returns to you within 3 days
- Complete Form PFL-5**
  - Complete PFL-5 and collect supporting documentation
- Send forms and documents**
  - Send completed forms and supporting documentation to insurance carrier
  - Insurance carrier accepts or denies claim within 18 days

Please keep a copy of all pages for your records.

