

# Paid Family Leave Process and Contacts

At **ASA COLLEGE**, Paid Family Leave (PFL) Information, Instructions and forms are located on main ASA.EDU / HR web site:

<b>Qualifying EVENTS &amp; FORMS</b>
<b>Bond with a newborn adopted or fostered child</b>
Form PFL-1 - Request For Paid Family Leave.pdf Form PFL-2 - Bonding Certification.pdf
<b>Care for a family member with a serious health condition</b>
Form PFL-1 - Request For Paid Family Leave.pdf Form PFL-3 - Release Of Personal Health Information.pdf Form PFL-4 - Health Care Provider Certification For Care Of Family Member.pdf
<b>Assist family members due to another family member's active military duty or impending active duty abroad</b>
Form PFL-1 - Request For Paid Family Leave.pdf Form PFL-5 - Military Qualifying Event.pdf

Forms submissions should be directed to: HR Department / asa\_hr@asa.edu.

ASA Paid Family Leave insurance carrier is: **Lincoln Life & Annuity Company of NY**  
8801 Indian Hills Drive  
Omaha, NE 69114  
Telephone number: (800) 423-2765

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## Disputes

If your Paid Family Leave (PFL) claim is denied, the insurance carrier will provide you with information about how to request arbitration. A neutral arbitrator will decide claim-related disputes.

Contact:  
Insurance carrier: **Lincoln Life & Annuity Company of NY**  
8801 Indian Hills Drive  
Omaha, NE 69114  
Telephone number: (800) 423-2765