



## Reporting Your New York Paid Family Leave

New York Paid Family Leave Policy is issued by Lincoln Life and Annuity Company of New York.

Lincoln Financial Group offers employees direct access to leave resources and information. You can easily report a leave and check the status of your leave by telephone.

### When Do I Report a Leave?

You may report a leave up to 30 days in advance of a planned absence OR as soon as you are aware that you will require an absence for bonding, family care, or military exigency.

### How Do I Report a Claim?

1. Contact your supervisor to report your absence.
2. Report your leave to a Lincoln Financial Group intake specialist by calling 800-713-7384. Please have the following information available when you report your leave:
  - Reason you require a leave of absence (bonding, family care, military exigency)
  - Whether you are requesting a continuous period of leave or intermittent time away
  - Your last day worked, first day absent from work, and anticipated return to work date
3. Keep a record of your leave number.
4. You may check the status of your leave by calling your assigned Leave Specialist at 1-800-210-0268.

### How Do I Report Intermittent Time Away?

1. Contact your supervisor to report your absence.
2. Submit a completed Intermittent Time Tracking form to your assigned Lincoln Financial Group leave specialist or contact them by phone to report time.
3. Keep a record of your reported absences.

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