



Paid Family Leave

NOTICE TO EMPLOYEES

Paid Family Leave Insurance Coverage Provided by:

First Unum Life Insurance Company

Covering Employees of:

VICTORY CAPITAL MANAGEMENT INC.

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 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

Insured by:

First Unum Life Insurance Company
 1225 Franklin Ave, Suite 250
 Garden City, NY 11530
 1-800-356-5817

Submit claims to:

First Unum Benefits Center
 PO Box 100158
 Columbia, SC 29202-3158
 Phone 1-800-858-6843 / Fax 1-800-447-2498

Policy #: 607661

Effective From: 07/01/2024

To: 08/01/2025

Statutory Under a Plan or Agreement

Class(es) of Employees Covered:
 All Employees eligible under the New York State Disability Benefits Law

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.