



Notice to Employee

New York State Paid Family Leave (NYPFL)

Revised 2022.12.20

PAID TIME OFF

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, **Effective 1/1/23 - family members include siblings with a serious health condition**
- 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 with the production client organization 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 continue to pay their health insurance premium contributions. Entertainment Partners (EP) itself does not provide health insurance for client production workers paid by EP (including EP Cares client plans), and EP-paid production workers should contact their respective production company/studio organization regarding continued health insurance, if any.
- 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 are eligible after 26 consecutive workweeks, excluding absences due to nature of employment where the employee is not terminated.
- **Part-Time Employees:** Employees with a regular work schedule of less than 20 hours per week are eligible after 175 actual days worked in New York.

NOTE: Because EP-paid production workers generally have variable schedules for client productions and it is uncertain whether they are scheduled above or below 20 hours per week, EP's Benefit Solutions group will run the report for the client under the full-time test and, if not eligible, then under the part-time test, in response to an individual employee's claim/request for NYPFL.

OPT-OUT FORM: Employees may submit an Opt-out form to opt out of NYPFL payroll deductions. The Opt-out form is available at: https://downloads.adc.ep.com/doc/EP_NYPFL-Waiver.pdf Please read the Opt-out form for additional information.

BENEFITS

Employees are eligible for up to twelve (12) weeks of paid leave at up to 67% of their average weekly wage (AWW), up to 67% of the New York State Average Weekly Wage (SAWW). NYPFL benefits are paid for through a small weekly payroll deduction from employee paychecks.

WEEKS OF LEAVE	BENEFIT
12 weeks	67% of employee's AWW, up to 67% of SAWW

HOW TO APPLY

1. Employee notifies production and EP Benefit Solutions (NYPFL@ep.com) 30 days prior to leave or as soon as practicable if unforeseen. Employee will need to provide SSN, Production Company Name, and Project Name where employee is currently working.
2. EP Benefit Solutions will determine employee's initial eligibility and provide information for employee to file a claim with EP's NYPFL insurance carrier, Cigna/NY Life.
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/NY Life for approval.
4. EP Benefit Solutions will work with the Production Company to complete Part B Employer section of the application.
5. Cigna/NY Life will pay or deny a claim within 18 days of receipt of the completed claim.

For more information or to apply for NYPFL, please contact EP Benefit Solutions at NYPFL@ep.com.