

New York State Disability Benefits

1. If you are unable to work because of an illness or injury, not work-related, you may be entitled **to** receive weekly benefits from your employer, his or her insurance carrier, or from the Special Fund for **Disability Benefits**.
2. **To claim benefits you must file a claim form within 30 days from the first date of your disability, but in no event more than 26 weeks from such date.**
3. **Complete claim form DB-450 (Notice and Proof of Claim for Disability Benefits)**  
 You may obtain the form from your employer, his **or her insurance carrier**, your health provider, any Unemployment Insurance Office, the **Workers' Compensation Board's website** ([www.wcb.ny.gov](http://www.wcb.ny.gov)) or any office of the Board.  
**IMPORTANT:** Before filing your claim, your health provider must complete the "Health Care Provider's Statement" on the form showing your period of disability.
  - If you are employed, or have been unemployed for four weeks or less when your disability begins, send the completed form to your employer or the insurance carrier named below.
  - If you have been unemployed more than four weeks when your disability begins, send the completed form to the Workers' Compensation Board, Disability Benefits Bureau, 328 State Street, Schenectady, New York 12305.
4. You are entitled to be **treated by any physician, chiropractor, dentist, nurse-midwife, podiatrist or psychologist of your choice**. However, unlike workers' compensation, your medical bills will not be paid unless your **employer and/or union** provide for the payment of such bills under a Disability Benefits Plan or Agreement.
5. If you are ill or injured during the time you are receiving **Unemployment Insurance Benefits**, file a claim for Disability Benefits as soon as you sustain the injury or illness, by following the instructions **outlined** above.
6. If you are out of work in excess of seven days, your employer is required to send you a Disability Benefits Statement of Rights (Form DB-271S).
7. You may not take disability benefits at the same time as paid family leave benefits. The total amount of disability and paid family leave in a 52 week period cannot exceed 26 weeks.
8. Other information about disability benefits may be obtained by writing or calling the Workers' Compensation Board.

Guardian Life Insurance Company of America  
 10 Hudson Yards  
 New York, NY 10001  
 800-268-2525

00922467-0001

01/01/2013

12/31/2023

All eligible New York covered employees

NYS Workers' Compensation Board  
 Customer Service: (877) 632-4996

\*01035963-000025-009-002-00000000-0\*



Employers must post DB-120 so that all classes of their employees know who will pay their benefits.



# Paid Family Leave

# NOTICE TO EMPLOYEES

Paid Family Leave Insurance Coverage Provided by:

Guardian Life Insurance Company of America

INSERT INSURER NAME HERE

Covering Employees of:

TLC WEST, LLC

INSERT EMPLOYER NAME HERE

### 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 Paid Family Leave

FOR MORE INFORMATION AND HELP:  
 Visit [ny.gov/PaidFamilyLeave](http://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
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INSERT NAME, ADDRESS, AND TELEPHONE NUMBER OF INSURER OR MAIN OFFICE OF AUTHORIZED NEW YORK SELF-INSURER  
 Guardian Life Insurance Company of America  
 10 Hudson Yards, New York, NY 10001  
 800-268-2525

Policy #: 00922467-0001

Effective From: 01/01/2018

To: 12/31/2023

Statutory  Under a Plan or Agreement

Class(es) of Employees Covered:

All eligible New York covered employees

### NOTICE OF COMPLIANCE

PRESCRIBED BY THE CHAIR, WORKERS' COMPENSATION BOARD

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T.L. CANNON MANAGEMENT CORPORATION

INSERT EMPLOYER NAME HERE

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