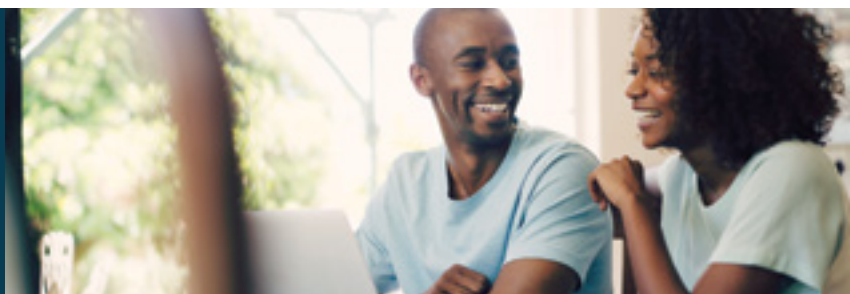


# Paid Parental Leave (PPL)

## How to file a claim and request time off.



### 1 BEFORE YOU REQUEST LEAVE

1. Inform JELD-WEN:  
Contact your Human Resources representative, and your supervisor at least 30 days in advance, or as soon as possible if the need is unforeseen.
2. Prepare to contact New York Life Group Benefit Solutions (NYL GBS). Have the following on hand:
  - Your Social Security number, birth date, home address, phone number, and email address.
  - Dates and information related to the leave request for birth, adoption, or foster care.

### 2 REQUEST PAID PARENTAL LEAVE

File a Paid Parental Leave claim or request PPL time off:

**Online** at [myNYLGBS.com](https://myNYLGBS.com) (print your confirmation page).

**By phone** at **(888) 842-4462** or **(866) 562-8421** (español), 7:00 am – 7:00 pm CST and a representative will help you.

### 3 GIVE PERMISSION

Give NYL GBS permission to contact your health care provider or employer for claim-related information by answering “yes”.

- During your claim call.
- Online after your claim has been submitted (you'll receive a notification).

### 4 CHECK LEAVE STATUS

- Online at [myNYLGBS.com](https://myNYLGBS.com) Claims
- Contact us at (888) 842-4462 or (866) 562-8421 (español), 7:00 am–7:00 pm CST.
- NYL GBS will send you FML, state, and/or company leave information, and your Family and Medical Leave Act (FMLA) rights.

### 5 ADDITIONAL RESOURCES

- Chat live with a NYL GBS representative.
- [Click here](#) for answers to frequently asked disability claim questions.
- [Click here](#) for answers to frequently asked leave questions.



If you haven't visited [myNYLGBS.com](https://myNYLGBS.com), register today to easily file and manage all your claims in one place. While you're out on leave, keep your employer informed of your return-to-work plans.



**Scan or click for more information.**

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