

HOW TO FILE YOUR REQUEST FOR PAID FAMILY LEAVE BENEFITS

To file your claim for Paid Family Leave benefits, simply file your claim online at www.VPAinc.com or call VPA at (800) 666-7956 during the hours of 6:00 a.m. to 4:45 p.m., Pacific Time to speak to a Customer Service Representative.

Upon receipt of your leave request, the following steps will need to be taken:

- Complete, sign and immediately return all forms sent to you. Follow the instructions, as there are important steps you need to take in order to provide the information necessary to process your claim.
- Provide VPA the medical information that supports your need to provide care to the care recipient or the necessary supporting documentation required to support your claim for bonding with a new child.
- Notify your supervisor of your PFL leave.
- Continue to stay in contact with VPA concerning the status of your leave.

VPA is there to help you so please call them with any questions at (800) 666-7956. VPA's web site at www.VPAinc.com is available 24 hours per day, 7 days a week, or you may speak to a Customer Service Representative during the hours of 6:00 a.m. to 4:45 p.m., Pacific Time, Monday through Friday. You may also check the status of your claim 24 hours a day, 7 days a week using the automated voice response system at the same number shown above.

This pamphlet is for general information only and does not have the force and effect of law, rule or regulation.



VPA, INC.
P.O. Box 9830
Calabasas, CA 91372-0830

Phone: (800) 666-7956
Fax: (818) 591-7554
www.VPAinc.com

INNOVATIVE EMPLOYEE SOLUTIONS, INC

CALIFORNIA PAID
FAMILY LEAVE



ADMINISTERED BY
VPA, Inc.

WITH PAID FAMILY LEAVE YOU CAN AFFORD TO BE THERE WHEN YOU NEED TO BE

There are times in the life of every working person when they need to care for a loved one. Maybe it's a working mother who needs more time to bond with and care for a newborn. Maybe it's an employee who needs to care for a parent, child, spouse, or domestic partner who is seriously ill or unable to care for themselves. California's Paid Family Leave law was created for times like these.

A PROGRAM THAT BENEFITS YOU AND YOUR FAMILY

Paid Family Leave benefits provided are equal to the State Disability Plan level of benefits (i.e., 55% of Base Period earnings, with a minimum of \$50 per week and up to a maximum of \$728 per week for leaves beginning in 2004 and \$840 per week for leaves beginning in 2005). PFL benefits are taxable and are subject to W-4 withholding. Benefit payments will not be made without a "Notice of Computation of Benefits" provided to VPA by the state, to determine your PFL benefit amount. Please refer to the Innovative Employee Solutions, Inc. California Voluntary Plan plan document for the specific plan details on base period earnings, benefits, limitations and exclusions.

PAID FAMILY LEAVE FOR CALIFORNIA EMPLOYEES

Paid Family Leave does not provide job protection or return rights. Your job may be protected if your employer is subject to the federal Family Medical Leave Act and the California Family Rights Act. You must notify your employer of your reason for taking leave in a manner consistent with your company's leave policy.

To qualify for Paid Family Leave compensation, you must meet the following requirements:

- Be covered by a California Voluntary Disability Insurance (VDI) plan or State Disability Insurance (SDI) and have earned

at least \$300 from which deductions were withheld.

- Provide VPA accurate, truthful and timely information when filing your claim for PFL benefits.
- Supply medical information that supports your claim that the care recipient is in need of your care.
- Provide documentation to support a claim for bonding with a new child.
- Use up to two weeks of any earned but unused vacation leave if required by your employer.
- Serve a 7-day unpaid waiting period before benefits begin.

You may not be eligible for Paid Family Leave benefits under the Voluntary Disability Insurance (VDI) plan if:

- You receive disability benefits through the VDI plan or SDI program, Unemployment Compensation Insurance, or Workers' Compensation.
- You are not working or looking for work at the time you begin your family leave.
- You are not suffering a loss of wages.
- The need for care is not supported by the certificate of a treating physician or practitioner.
- You are in custody due to conviction of a crime.

You are entitled to:

- Know the reason and basis for any decision that affects your benefits.
- Appeal any decision about your eligibility for benefits and appear before a California Unemployment Insurance Appeal Board administrative law judge.
- Privacy – Information about your claim will be kept confidential except for the purposes allowed by law.

A SPECIAL LAW FOR SPECIAL TIMES

With Paid Family Leave, California is leading the nation as the first state to make it easier for employees to balance the demands of the workplace and family care needs at home. If you have any questions or feel you are in need of and eligible for these benefits, please contact VPA, Inc. at (800) 666-7956 or visit the website for Frequently Asked Questions (FAQ's) regarding PFL at www.VPAinc.com.

FAST FACTS ABOUT PAID FAMILY LEAVE

- Provides benefits but does not provide job protection or return rights.
- Provides workers some compensation to care for parents, children, spouses, and domestic partners or to bond with a new child.
- Covers all employees who are covered by the employer's California Voluntary Disability Insurance (VDI) plan and those employees who opted out of the plan and are covered by the State program.
- Offers up to 6 weeks of benefits in a 12-month period.
- Payroll deductions begin January 1, 2004 (unless the voluntary plan contributions are paid for by your employer).
- Benefits begin July 1, 2004