

Checklist for Requesting Colorado Paid Family and Medical Leave (CO PFML)**Before you apply for CO PFML:**

- Check eligibility requirements for leave.**
- Plan your leave.** Leave can be taken continuously, intermittently, or on a reduced leave schedule, in accordance with the CO FAML I Program and/or private plan PFML policy. The minimum time increment is one (1) hour.
- Notify your CO employer** at least 30 calendar days before the start of leave (if the leave is foreseeable) Otherwise, notify your employer as soon as possible!

Complete your claim form(s) and attach required documentation:

Please print information clearly. Incomplete or illegible claim packages may delay processing.

- Complete Claimant's Statement, in full.** Sign and date the form, retain a copy for your files.
- Your CO employer completes the Employer's Statement, in full.** They should make a copy for their files, and return the completed employer's statement to you.
- Complete the Certification or Attestation for your leave type (options on page 2) and attach supporting documentation as required.**

Submit fully completed claim package and supporting documentation to ShelterPoint or your employer's current CO PFML administrator

Completed claims for CO PFML benefits can be submitted to ShelterPoint by any of the below listed methods (choose one- do not submit by multiple methods). Please **do not** include instruction pages with your submission.

Email: claimforms@shelterpoint.com

Fax: 516-504-6414

Mail: ShelterPoint Life, 1225 Franklin Ave-Ste 475, Garden City NY 11530

Web address: www.shelterpoint.com

Phone #: 1-800-365-4999

Important Notes: it is the responsibility of the claimant to submit/file claims with the Carrier, as well as provide any and all required/requested missing information necessary to process the claim. The employer is required to provide the completed employers' statement; **claim determinations and verification of eligibility for benefits will be made by the Carrier.**

Claims should be submitted no later than 30 calendar days after the 1st confirmed day of leave, to avoid losing benefits. If benefits are paid to you in excess of the amount to which you are entitled, you must return the amount overpaid to the payor of such benefits.

By completing and filing your application for Paid Family and Medical Leave benefits, you certify, under penalties of perjury, that to the best of your knowledge and belief, the information contained in the claim package is true, correct, and complete. Any false statements or other failure to provide truthful, accurate and complete information may result in monetary and other penalties as well as the possibility of criminal prosecution.

Checklist for Requesting Colorado Paid Family and Medical Leave (CO PMFL)**Qualifying Leave Types (select one)**

NOTE: If utilizing more than 1 type of leave, a separate claim package must be completed for each leave type; leave may not be requested for the same period of time.

- Bonding Leave with a new child** (birth, adoption or foster placement)
 - Complete CO – PFML - BONDING CERTIFICATION form
 - Attach documentation as listed on the form, supporting your relationship with the new child

- Medical Leave due to my own serious health condition** (including pregnancy/post-partum)
 - Complete the HIPAA Authorization form and provide it to your health care provider, allowing medical information to be shared with ShelterPoint.
 - Complete the top portion of the CO – PFML - MEDICAL CERTIFICATION – SELF CARE form
 - Your health care provider completes the remainder of the MEDICAL CERTIFICATION – SELF CARE form and returns the completed form to you.

- Caring for a family member with a serious health condition**
 - Your family member completes the HIPAA Authorization form and provides it to their health care provider, allowing medical information to be shared with you and ShelterPoint.
 - Complete the top portion of the CO - MEDICAL CERTIFICATION – FAMILY CARE form, providing information on yourself and your qualifying family member requiring care
 - Your family members health care provider completes the remainder of the CO - MEDICAL CERTIFICATION – FAMILY CARE form and returns the completed form to you.

- Qualifying exigencies associated with a call to active duty overseas**
 - Complete the CO – PFML - MILITARY EXIGENCY ATTESTATION form
 - Attach proof documents supporting the leave (options listed on the form)

- Safe Leave**

If you or your family member are victims of domestic violence, sexual assault or abuse, harassment, or stalking, you may be eligible to receive up to 12 weeks of CO PFML benefits to seek medical or psychological care, to seek support from a victim services organization, to relocate, or to participate in any civil or criminal proceeding(s).

 - Complete the CO – PFML – SAFE LEAVE ATTESTATION form

End of CO PFML Claim Checklist

Claim Number: _____

CLAIMANT STATEMENT

This Application ("Claimant Statement") is completed by the individual that is requesting paid leave benefits (the "Claimant" or "Employee"). Applications may be filed up to 30 days prior to the start of the requested leave, and up to 30 days after the start of the leave. A fully complete application for benefits includes a Claimant statement, employer statement, certification/attestation relating to the type of leave being requested, and supporting proof documentation for the leave. Claims filed outside this window will be denied unless good cause is provided for late filing. Claim filing is the responsibility of the individual that is requesting paid leave benefits. The claimant is responsible for providing any missing or additional requested information during the claim process and is responsible for informing all required parties of any changes to leave plans.

PRINT CLEARLY IN BLUE OR BLACK INK. Missing or incomplete information may delay processing.

Demographic Information

1. Claimant's Legal Name (First Name, Middle Initial, Last Name):

First name | Middle initial | Last Name

2. Claimant's Mailing Address (Street Address (including apt/fl #), City, State, Zip):

Street address

City, State Zip

3. Claimant's Social Security Number or I-TIN:

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4. Claimant's Date of Birth:

MONTH		DAY		YEAR							

5. Claimant's Gender:

- Male
- Female
- Not Designated/Other

6. Claimant's Primary Contact Phone Number & Type:

() -

area code

- Mobile/Cellular Phone Home Phone Work Phone

7. Claimant's Contact Email Address:

By providing your contact information, you consent to Us contacting you by any of the methods provided.

Leave Information

8. Reason for PFML Request (choose ONE option):

- Medical leave due to **my own** serious health condition
- Bond with my new Child
- Care for my Family Member with a serious health condition
- Safe Leave for myself or my family member due to domestic violence, harassment, sexual assault, or stalking
- Military Exigency

9. Family Member's Relationship* to the Claimant is:

* "Relationship" includes "biological, foster, adoptive, step, and in loco parentis relationships and the same relationships to the Claimant's spouse or domestic partner, if applicable.

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Self | <input type="checkbox"/> Child |
| <input type="checkbox"/> Spouse | <input type="checkbox"/> Grandparent |
| <input type="checkbox"/> Domestic Partner | <input type="checkbox"/> Grandchild |
| <input type="checkbox"/> Parent | <input type="checkbox"/> Sibling |

Individual who has a **significant personal bond** that is or is **like a family relationship***, regardless of biological or legal relationship, based on the totality of the circumstances surrounding the relationship (**affirm & provide detail in a. and b. below**)

a. I hereby assert that a family-like relationship exists between _____ and _____

(your name) (name of person you have a family-like bond with)

b. Describe how this relationship demonstrates a family relationship: _____

Form continues on next page

Claimant Name: _____

Claimant SSN: [] [] [] - [] [] - [] [] [] []

Claimant Address: _____

Leave Information (continued from previous page)

10. Leave Pattern and Period(s) Requested:

Indicate whether leave will be taken continuously (all at once), or intermittently. Provide your leave dates and schedule, giving as much detail as possible. *Any changes to your leave plans and/or estimated dates, must be communicated to Us (and your employer) as soon as possible. You may not request any leave prior to the start of the CO PFML program (01/01/2024) Or the effective date of your Employer's Plan, whichever is later.*

Continuous Leave:

continuous uninterrupted period of leave for a single qualifying reason.

Leave Start Date

Enter the first date you are requesting continuous leave from work.

[] [] / [] [] / [] [] [] []
month day year

Leave End Date

Enter the last date you are requesting continuous leave through.

[] [] / [] [] / [] [] [] []
month day year

Intermittent Leave:

Leave in separate, non-consecutive time periods rather than a single span of time for a single qualifying reason; episodic time off

Leave Start Date

Enter the first date you are requesting INTERMITTENT leave from work.

[] [] / [] [] / [] [] [] []
month day year

Date(s) & Hour(s) Requested:

Reduced Leave Schedule:

A consistent but reduced work schedule for multiple weeks. Minimum time increment (1) hour

Leave Start Date

Enter the first date you are requesting REDUCED LEAVE from work.

[] [] / [] [] / [] [] [] []
month day year

Frequency of leave: (e.g., 4 hours per day or 2 days per week. Be specific)

11. Notice to Employer:

Foreseeable leave (a qualifying event such as a planned medical procedure/treatment for yourself/your qualified family member, or for the birth of/placement of a new child) requires advance notice to your employer. Unforeseeable leave (emergency basis or unexpected) requires notice to your employer as soon as practicable.

a. Was 30 day's advanced notice provided to your employer for this leave? Yes No

b. Date notice was provided to employer: [] [] / [] [] / [] [] [] []
month day year

c. If 30 day's advance notice was not provided, explain why:

12. Other Types of Leave:

Provide detail on other types of benefits/leave taken or requested in the preceding 52 weeks, and whether it will extend through the current requested leave period covered by this claim

Benefit Type	received	claimed	from (mm/dd/yyyy)	through (mm/dd/yyyy)
a. Unemployment benefits (CSEA)	<input type="checkbox"/>	<input type="checkbox"/>	[] [] [] []	[] [] [] []
b. Workers' Compensation	<input type="checkbox"/>	<input type="checkbox"/>	[] [] [] []	[] [] [] []
c. CO FAMILI/PFML	<input type="checkbox"/>	<input type="checkbox"/>	[] [] [] []	[] [] [] []

Claimant Name: _____

Claimant SSN: --

Claimant Address: _____

Employment Information

Provide information on your employment history in **Colorado**. This information will be verified with your employer. Do not include employment history outside of Colorado.

KEY TERMS:

Benefit year: Has the same meaning as application year as defined in C.R.S 8-13.3-503(1) and as described in C.R.S. 8-13.3-521(1)(b) means the 12-month period beginning on the first day of the calendar week in which an individual's benefit start date occurs.

Base period: the first four of the last five completed calendar quarters preceding the benefit year.

Wages: Includes but not limited to: Salary, hourly wage, overtime, tips, bonuses, commissions, piece rate, PTO, sick, or vacation time, disability benefits paid by employer **not** a third party, parental leave paid by employer **not** a third party, and the value of lodging or meals used as a credit toward minimum wage.

Wages does not include: Severance pay, deferred compensation contributions or payments, profit-sharing, pensions or retirement payment plans, expense reimbursement (mileage, travel, moving, per diems, etc.), non-monetary payments (except lodging or meals to the extent they're used as a credit towards minimum wage).

Example: Cindy requests CO PFML bonding leave with a leave start date of 01/17/2024. Her benefit year will begin on 01/17/2024. Cindy's base period for reporting wages is the **first (4) of the previous (5) completed quarters**. Based on her start date, the lookback quarters are 1. 10/1-12/2022 2. 01/01 – 03/2023 3. 04/1 – 06/2023 4. 07/1 – 09/2023 5. 10/01 – 12/2023. The gross wages from the **highest quarter** during these first 4 quarters (10/1/2022-09/30/2024) will be used to determine her average weekly wage (AWW).

Cindy's highest quarter earnings during the base period were in Q4 2022 when she earned \$14,000.00, making her AWW \$1,076.92. This AWW will be used to calculate her weekly benefit rate under CO PFML.

13. Give the Name and Details of Your Recent Employer(s):

If you had more than one employer in the base period (the first four of the last five completed calendar quarters preceding the benefit year), name all employers. Looking back to the previous 4 of the last 5 completed quarters prior to your application for leave, determine the quarter in which your wages were highest, and report that value in the "Gross Wages" column. You may be asked to provide supporting documentation of wages. Average hours and days worked per week is based off your Regular Work Schedule, averaged from the 4 weeks prior to your last day worked before leave.

Most Recent Employer

Business Name, Address/City/St/Zip, Tax ID #	Avg # hours/week (e.g. 40 hrs/wk)	Avg # days/week (e.g. 5 days/wk)	Employment date(s) (MM/DD/YYYY)	Days of the Week usually worked:	Gross (\$) Wages in Base Period
			Hire Date: Last Day Worked:	<input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su ----- <input type="checkbox"/> Schedule Varies	

Other CO Employer(s)

If more than 3 recent CO Employers, please include details on a separate sheet.

Business Name, Address/City/St/Zip, Tax ID #	Avg # hours/week (e.g. 40 hrs/wk)	Avg # days/week (e.g. 5 days/wk)	Employment date(s) (MM/DD/YYYY)	Days of the Week usually worked:	Gross (\$) Wages in Base Period
			Hire Date: Last Day Worked:	<input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> We <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su ----- <input type="checkbox"/> Schedule Varies	
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Form continues on next page

Claimant Name: _____

Claimant SSN: - -

Claimant Address: _____

Benefit Payment Preferences

Disclosure Statement: Information regarding PFML benefits received by the employee, such as payments received and leave schedule, will be provided to the employer.

14. Please choose your preference for receiving benefit payments. Certain options may not be available depending on the leave pattern or benefit recipient. If your claim does not qualify for ACH/direct deposit, your benefit payments will automatically be issued via paper check. A completed enrollment form is required to participate in direct deposit and proof of account information is required (e.g. a copy of a voided check from the issuing bank, or a written statement from the banking institution verifying account details).

- Paper Check
- Direct Deposit

Attestation and Signature:

NOTICE It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. I further attest that if benefits are paid in excess of the amount to which I am entitled, I will return to the payor of such benefits, the amount that was overpaid, and I acknowledge that failure to do so may result in the accrual of interest and other penalties.

I am hereby making a request for benefits under the Colorado Family and Medical Leave Insurance program. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

Signature

Date Signed

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>month</small>		<small>day</small>		<small>year</small>			

End of CO PFML - Claimant Statement.

Request for Colorado Paid Family and Medical Leave (PFML)

EMPLOYER STATEMENT

Employee's Legal Name:		Employee's SSN:	
Employee's Mailing Address:			
Employer Information (to be completed by the employer for the above named employee requesting CO PFML) PRINT CLEARLY IN BLUE OR BLACK INK. Missing or incomplete responses may delay processing.			
1. Business's full legal name and mailing address <i>Business name (including any DBA or Trade Name)</i>			
Street address			
City, State Zip			
2. Business's Federal Employer Identification Number (FEIN)		3. Employer contact person (Name & Title) for this leave request	
<input type="text"/> - <input type="text"/>			
4. Employer's contact phone #		5. Employer contact email address	
(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext: <input type="text"/> <small>area code</small>			
6. Employee's hire date Provide the employee's <i>current date of hire</i> .		7. Employee's current employment status	
<input type="text"/> / <input type="text"/> / <input type="text"/> <small>month day year</small>		<input type="checkbox"/> Actively employed-not terminated <input type="checkbox"/> Terminated from employment (provide date below) Date Terminated <input type="text"/> / <input type="text"/> / <input type="text"/> <small>month day year</small>	
8. Last day worked before leave		9. Has the employee returned to work?	
<input type="text"/> / <input type="text"/> / <input type="text"/> <small>month day year</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No Return to work date: <input type="text"/> / <input type="text"/> / <input type="text"/> <small>month day year</small> <input type="checkbox"/> Actual <input type="checkbox"/> Estimated	
10. Colorado ("CO") employment verification			
a. Are the employee's earnings reported at year end on IRS form W-2?		<input type="checkbox"/> Yes <input type="checkbox"/> No (answer question 10b.)	
b. Is the employee subject to Unemployment Insurance obligations in CO?		<input type="checkbox"/> Yes <input type="checkbox"/> No (answer question 10c.)	
c. Is the employee's service localized (performed entirely) within CO?		<input type="checkbox"/> Yes <input type="checkbox"/> No (answer question 10d.)	
d. If services are not localized, is the employee's base of operations in CO, and some of the work is performed in CO?		<input type="checkbox"/> Yes <input type="checkbox"/> No (answer question 10e.)	
e. If there is no base of operations, does the employee perform some of the services within CO and receive direction and control from CO?		<input type="checkbox"/> Yes <input type="checkbox"/> No (answer question 10f.)	
f. If there is no place of direction and control, no localized services and no base of operations in CO, does the employee reside in CO?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Form continues on next page

Employee's Legal Name:	Employee's SSN:
Employee's Mailing Address:	

Employer Information- Continued from previous page
11. Employee's job title

12. Employee's normal working schedule and hours worked a. Select the days of the week the employee usually works and list the average number of work days per week. Average # of work days per work week: _____ <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun b. Provide the scheduled work hours from the last 4 weeks the employee reported to work prior to the last day worked before leave <table style="width:100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="border: 1px solid black; padding: 5px;">Week #</th> <th style="border: 1px solid black; padding: 5px;">Scheduled Weekly Hours Worked (e.g. 40 hours)</th> </tr> </thead> <tbody> <tr><td style="border: 1px solid black; padding: 5px;">Week 1</td><td style="border: 1px solid black; padding: 5px;"></td></tr> <tr><td style="border: 1px solid black; padding: 5px;">Week 2</td><td style="border: 1px solid black; padding: 5px;"></td></tr> <tr><td style="border: 1px solid black; padding: 5px;">Week 3</td><td style="border: 1px solid black; padding: 5px;"></td></tr> <tr><td style="border: 1px solid black; padding: 5px;">Week 4</td><td style="border: 1px solid black; padding: 5px;"></td></tr> <tr><td style="border: 1px solid black; padding: 5px;">Average</td><td style="border: 1px solid black; padding: 5px;"></td></tr> </tbody> </table>	Week #	Scheduled Weekly Hours Worked (e.g. 40 hours)	Week 1		Week 2		Week 3		Week 4		Average		13. Provide the employee's wages during the base period: <i>"Wages" include, but are not limited to, salary, wages, tips, commissions, and other compensation as determined by the director by rule.</i> <i>"Base period" means the first four of the last five completed calendar quarters immediately preceding the first day of the individual's benefit year.</i> <i>"Benefit Year" has the same meaning as application year as defined in C.R.S 8-13.3-503(1) and as described in C.R.S. 8-13.3-521(1)(b) means the 12-month period beginning on the first day of the calendar week in which an individual's benefit start date occurs.</i> <table border="1" style="width:100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="padding: 5px;">Base period wages</th> <th style="padding: 5px;">Quarter Ending Date (mm/yyyy)</th> <th style="padding: 5px;">Wages (\$)</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">Quarter 1</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Quarter 2</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Quarter 3</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Quarter 4</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">Quarter 5 (most recent)</td><td style="padding: 5px;"></td><td style="padding: 5px;"></td></tr> </tbody> </table>	Base period wages	Quarter Ending Date (mm/yyyy)	Wages (\$)	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Quarter 5 (most recent)		
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Quarter 3																															
Quarter 4																															
Quarter 5 (most recent)																															

14. Will Leave be Utilized Continuously or Intermittently or on a Reduced Leave Schedule? Provide Details Below. Any changes to your employee's leave plans and/or estimated dates must be communicated/confirmed as soon as possible to us.

<input type="checkbox"/> Continuous Leave:	Leave Start Date <small>Enter the first date the EE is requesting continuous leave from work.</small> <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> </div>	Leave End Date <small>Enter the last date the EE is requesting continuous leave through.</small> <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> </div>
<input type="checkbox"/> Intermittent Leave:	Leave Start Date <small>Enter the first date the EE is requesting intermittent leave from work.</small> <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> </div>	
<input type="checkbox"/> Reduced Leave Schedule:	Leave Start Date <small>Enter the first date the EE is requesting reduced leave from work.</small> <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> </div>	

16. Was 30 days advance notice given to you by the employee requesting foreseeable leave?
 Yes No **Date notice provided to employer** **Detail:**

/
 /

↓

 Will the employer waive the 30 day advance notice requirement for a foreseeable leave?
 Yes No

Employee's Legal Name:	Employee's SSN:
Employee's Mailing Address:	

Employer Information - Continued from previous page

17. Has the employee received or claimed any of the following benefits in the preceding 52 weeks? Provide detail below, and any supporting documentation pertaining to the type of benefit received/claimed.

	received	claimed	from <small>(mm/dd/yyyy)</small>	-	through <small>(mm/dd/yyyy)</small>
a. Unemployment benefits (CESA)	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	-	<input style="width: 100%;" type="text"/>
b. Workers' Compensation due to work-related injury/illness	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	-	<input style="width: 100%;" type="text"/>
c. CO PFML/FAMLI	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	-	<input style="width: 100%;" type="text"/>
d. Other (Sick/Vacation/PTO or other employer provided leave. Please specify. Attach a separate sheet if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	-	<input style="width: 100%;" type="text"/>

18. Employer-provided Paid Leave during leave period

An employee cannot receive both wage replacement benefits under the FAMLI Act and employer-provided paid leave for the same hours absent, except that pursuant to C.R.S. 8-13.3-510(1)(c), an employer and an employee may mutually agree that the employee may use any **accrued employer-provided leave** as a **supplement** to family and medical leave insurance benefits in an amount not to exceed the difference between the individual's wage replacement benefits under the FAMLI Act and the individual's average weekly wage.

"**Employer-provided paid leave**" means vacation leave, paid sick leave, paid personal leave, paid parental leave, paid leave under C.R.S. 24-34-402.7, and any other employer-paid time off, except that employer-provided paid leave does not include benefits under a commercial short-term or long-term disability policy for purposes of these rules.

a. Will the employee be using any employer-provided paid leave **during the leave period requested**?
 Yes (answer question b) **No** (go to question # 19)

b. Will the employee be receiving wage replacement **during all or a portion of the leave period requested**?
 Yes – (answer question i and ii) **No** (go to question # 19)

i. provide detail on type of wage replacement and the date(s) it will be paid for:

ii. are you requesting reimbursement* for advance payment of FAMLI benefits? **Yes** **No**

Note:
 Employer reimbursement may be permitted if the employee's salary is being continued through some kinds of benefits payments made by the employer. Employer reimbursement is **not permitted** if the employee is using **any employer-provided paid leave** such as use of accrued vacation, sick, personal or parental leave.

19. CO PFML Policy #:

Attestation and Signature

NOTICE It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages.

I am the person authorized to sign as the employer of the employee requesting benefits under the Colorado Family and Medical Leave Insurance program. My signature affirms that to the best of my knowledge the information I have provided is true, accurate, and complete.

Signature <div style="border-top: 1px dashed black; height: 40px;"></div>	Date (mm/dd/yyyy) <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="font-size: 20px; margin: 0 5px;">/</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="font-size: 20px; margin: 0 5px;">/</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="2"><small>month</small></td> <td></td> <td colspan="2"><small>day</small></td> <td></td> <td colspan="4"><small>year</small></td> </tr> </table>			/			/					<small>month</small>			<small>day</small>			<small>year</small>			
		/			/																
<small>month</small>			<small>day</small>			<small>year</small>															

End of CO PFML Employer Statement.

MILITARY EXIGENCY LEAVE ATTESTATION FORM

Military Exigency Leave allows a covered individual to take leave from employment based on a need arising out of the covered individual's family member's **active duty** service, or notice of an impending call or order to active duty in the armed forces. An individual may not exceed 12 weeks of paid leave in a benefit year. Applications may be filed up to 30 days prior to the start of the requested leave, and up to 30 days after the start of the leave. Claim filing is the responsibility of the individual that is requesting paid leave benefits (the "Claimant" or "Employee"). The Claimant is responsible for providing any missing or additional requested information during the claim process and is responsible for informing all required parties of any changes to leave plans or circumstances that would impact eligibility for benefits.

Demographic Information

1. Claimant's Legal Name (First Name, Middle Initial, Last Name)

<i>First Name</i>	<i>Middle Initial</i>	<i>Last Name</i>
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2. Claimant's Mailing Address (Street Address (including apt/fl #), City, State, Zip)

Street address

City, State Zip

3. Claimant's Social Security Number or TIN

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4. Claimant's Date of Birth

		/			/				
<small>MONTH</small>			<small>DAY</small>			<small>YEAR</small>			

5. Claimant's Gender

- Male
- Female
- Not Designated/Other

Service Member Details & Qualifying Exigency

1. Service Member's Legal Name (First Name, Middle Initial, Last Name)

<i>First Name</i>	<i>Middle Initial</i>	<i>Last Name</i>
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2. Service Member's Mailing Address (Street Address (including apt/fl #), City, State, Zip)

Street address

City, State Zip

6. Service Member's Relationship to Employee (Claimant) Requesting Leave

- Child (of any age) Spouse Domestic Partner Parent Grandparent Grandchild Sibling
- Person with whom the employee has a significant bond that is or is like a family relationship

7. Current Service Member Affiliation

- Air Force Army Coast Guard Marine Corps Navy Reserves National Guard

8. Proof Documentation of Affiliation (proof documentation of service must be included with the claim, options are listed below)

- Copy of Active-Duty Orders
- Letter of impending activation
- Letter from commanding officer or approving authority for service member's Rest and Recuperation
- Other documentation reasonably acceptable in circumstances where the documentation specified above is unavailable.

9. Select Reason(s) for requesting leave (one or more reasons may be selected)

- Arranging for child care Arranging for parental care Counseling Making financial arrangements Making legal arrangements
- Spending time with the military member during a rest and recuperation leave or following return from deployment
- Attending any event sponsored by the military or military service organization
- Making arrangements following the death of the military member
- Other activity agreed to with your employer (provide detail)

Form continues on next page

Claimant Name: _____ Claimant SSN/I-TIN: [] [] [] - [] [] - [] [] [] []

Claimant Address: _____

Service Member Details & Qualifying Exigency (Continued from prior page)

10. Date(s) or period of time for which leave is requested:

Continuous Leave:

continuous uninterrupted period of leave for a single qualifying reason.

Leave Start Date

Enter the first date you are requesting continuous leave from work.

[] [] / [] [] / [] [] [] []
mont day year
h

Leave End Date

Enter the last date you are requesting continuous leave through.

[] [] / [] [] / [] [] [] []
mont day year
h

Intermittent Leave:

Leave in separate, non-consecutive time periods rather than a single span of time for a single qualifying reason; episodic time off

Leave Start Date

Enter the first date you are requesting INTERMITTENT leave from work.

[] [] / [] [] / [] [] [] []
mont day year
h

Date(s) & Hour(s) Requested:

Reduced Leave Schedule:

A consistent but reduced work schedule for multiple weeks. Minimum time increment (1) hour

Leave Start Date

Enter the first date you are requesting REDUCED LEAVE from work.

[] [] / [] [] / [] [] [] []
mont day year
h

Frequency of leave: (e.g., 4 hours per day or 2 days per week. Be specific)

Attestation and Signature

NOTICE It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages.

I am hereby making a request for benefits under the Colorado Family and Medical Leave Insurance program. My signature affirms that the information I am providing is true and accurate to the best of my knowledge and belief.

Signature

Date Signed

[] [] / [] [] / [] [] [] []
month day year

End of CO – PFML - Military Exigency Leave Attestation form

INSTRUCTIONS

PLEASE PRINT ALL INFORMATION CLEARLY IN BLUE OR BLACK INK. This form must be fully completed, signed, and dated to be valid. Incomplete or ineligible submissions are unable to be processed and will not be accepted.

Eligibility for Direct Deposit: ShelterPoint Life Insurance Company (the "Company") offers Direct Deposit Payments on Colorado Paid Family and Medical Leave claims where benefit payments are being issued directly to the claimant/employee. Direct Deposit is not available if benefits are being issued to the Employer. In the event that a direct deposit payment is rejected, the rejected payment and any future benefit payments due under the claim will be issued via check until the bank information is corrected and an updated Enrollment and Authorization Form is submitted.

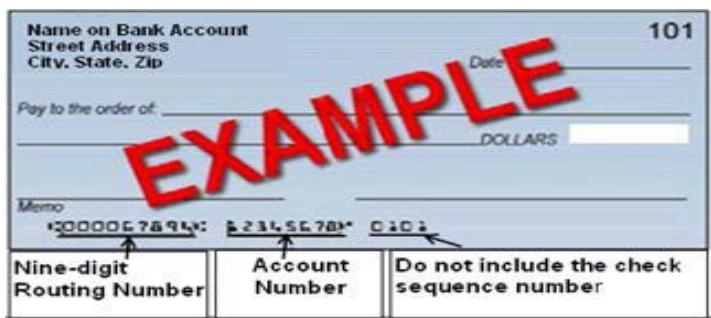
Required information: you must supply all requested information on this form. Fully completed, signed and dated forms may be sent to ShelterPoint by any of the below listed methods:

- Upload your completed form via www.shelterpoint.com
- Email to: claimforms@shelterpoint.com
- Fax to: 516-504-6414
- Mail to: ShelterPoint Life, 1225 Franklin Avenue-Ste 475, Garden City NY 11530

If you have any questions regarding this form, contact our Customer Service Department at 1-800-365-4999.

Please allow up to 10 business days for set up of your direct deposit request.

REQUIRED INFORMATION (please print all information CLEARLY)

1. Claimant Name (First name, Last name) 	2. Social Security Number or I-TIN <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-around;"> - - </div>
3. ShelterPoint Claim Number(s) 	
4. Account Type <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account	
5. Banking Information Bank Name: _____ Bank Routing Number (ABA#): _____ Bank Account Number: _____	

ATTACH PROOF OF BANKING INFORMATION

Attach proof of banking information to this authorization form. Examples of valid proof include, but are not limited to the following:

- a copy of a voided check with your name, bank name, routing # and account # listed; or
- a written statement from your bank confirming account holder name, bank name, routing # and account #

Failing to include proof of banking information may result in direct deposit not being established under an approved claim.

AUTHORIZATION AND SIGNATURE

I authorize ShelterPoint Life Insurance Company ("Company") to deposit any benefits I am eligible to receive directly into the account and bank I have indicated above or to such other account as the bank or any successor bank designates as my account. I also authorize the Company to debit my account for any deposits made in error, or the Company reserves the right to request the return of such funds through other mechanisms. I also understand that the direct deposit service will stay in effect until I notify the Company in writing of cancellation or until I am no longer eligible for or due payments, whichever comes first. If you are also covered under another ShelterPoint Disability / Paid Leave/ PFML policy, this request will also apply to those coverages / claims, if applicable, and should they be approved.

Check this box if you **do not** want to receive paper EOBs in the mail if your direct deposit request is approved.

Claimant Signature 	Date (mm/dd/yyyy) <div style="text-align: center; margin-top: 10px;"> / / </div> <div style="text-align: center; font-size: 10px; margin-top: 5px;"> month day year </div>
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