



Connecticut Paid Leave

Community Toolkit

Updated Summer 2025

About the Community Toolkit

The CT Paid Leave Authority is committed to raising awareness of CT Paid Leave and providing resources and support for businesses and workers alike.

The Community Toolkit provides community leaders, organizations and advocates with important information about CT Paid Leave to share with workers and families in their networks.

Who is this Toolkit for?

This toolkit is designed for people who directly serve communities interested in learning more about CT Paid Leave and applying for benefits.

This includes community leaders, advocates, libraries, state agencies, community health workers, nonprofits, labor unions, social workers, and more.

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Use this Toolkit to:

- Learn the basics of CT Paid Leave and how to apply
- Educate and support your network or community
- Connect with the CT Paid Leave Authority and relay frequently asked questions

The Basics

What is CT Paid Leave?

CT Paid Leave offers income replacement benefits to eligible Connecticut workers who need to take leave for certain family or medical needs.

For employers, CT Paid Leave promotes healthy, vibrant and inclusive workplaces.



Connecticut Paid Leave

So you can focus on your health,
not worry about your paycheck.



What is the CT Paid Leave Authority?

The Connecticut Paid Leave Authority ("Authority") is a quasi-public state agency that administers CT Paid Leave. The CT Paid Leave Authority is governed by a Board of Directors appointed by the Governor, constitutional officers and legislative leadership.

The Basics: CT Paid Leave vs. CT FMLA

CT Paid Leave and the CT Family and Medical Leave Act (CT FMLA) are two separate laws that provide support to eligible workers who need time away from work to care for themselves or a loved one. Depending on the circumstance, one or both of these laws may apply. While the Authority is focused on CT Paid Leave, it's important to understand both laws and what is available to workers.



*Scan to learn more about CT
Paid Leave and CT FMLA*

Overview	CT Paid Leave	CT FMLA
Background	CT Paid Leave was created by the CT Paid Leave Act, which was signed into law in 2019 and took effect in January 2022.	CT FMLA stands for the CT Family and Medical Leave Act. There is a federal FMLA and a CT FMLA. Both laws have been around since the 1990s.*
The Basics	CT Paid Leave provides income replacement during certain qualifying family and health reasons.	FMLA provides job-protection while a worker takes leave for certain qualifying family and health reasons.
Administered by	CT Paid Leave is administered by the CT Paid Leave Authority, a quasi-public agency of the State of Connecticut.	FMLA is implemented by employers and regulated by federal and state Departments of Labor.
Coverage	Applies to most businesses with 1 or more workers in CT.	Applies to most businesses with 1 or more workers in CT.
Eligibility	Eligibility is based on a minimum earnings requirement and employment status.	Workers are eligible for CT FMLA after 3 months of consecutive employment before the leave.

* CT FMLA was amended in 2019 by the CT Paid Leave Act. For more information on CT FMLA, [click here](#) or scan the QR above.

The Basics: Who's Covered?

Covered Employers Non Covered Employers

- **Almost all employers who have one or more people working in CT**
- The State of Connecticut, as to its non-unionized employees

Are CT residents who work out of state covered by CT Paid Leave?

Only employees who work in CT can participate in CT Paid Leave. If an employer is paying unemployment insurance for an employee to the CT Department of Labor, that is evidence the employee works in Connecticut.

This means if a person lives in CT but works in New York, they likely cannot participate in our program but should ask their employer what they may have access to through New York's paid leave law.

- The federal government
- Municipalities, unless their unionized employees collectively bargain to participate**
- Certified employees of local or regional boards of education, unless their unionized employees collectively bargain to participate
- Railroads
- Governments of other states
- Other sovereign nations
- Interstate truck drivers who work in CT but live in another state and thus don't pay income tax in CT
- Spouses of active-duty military members who have opted to continue to pay their taxes in their home state instead of where they are currently deployed

** Effective 10/1/24, a new definition of municipality went into effect, meaning more entities are now covered under CT Paid Leave and CT FMLA. [Learn more here.](#)

CT Paid Leave & Collective Bargaining:

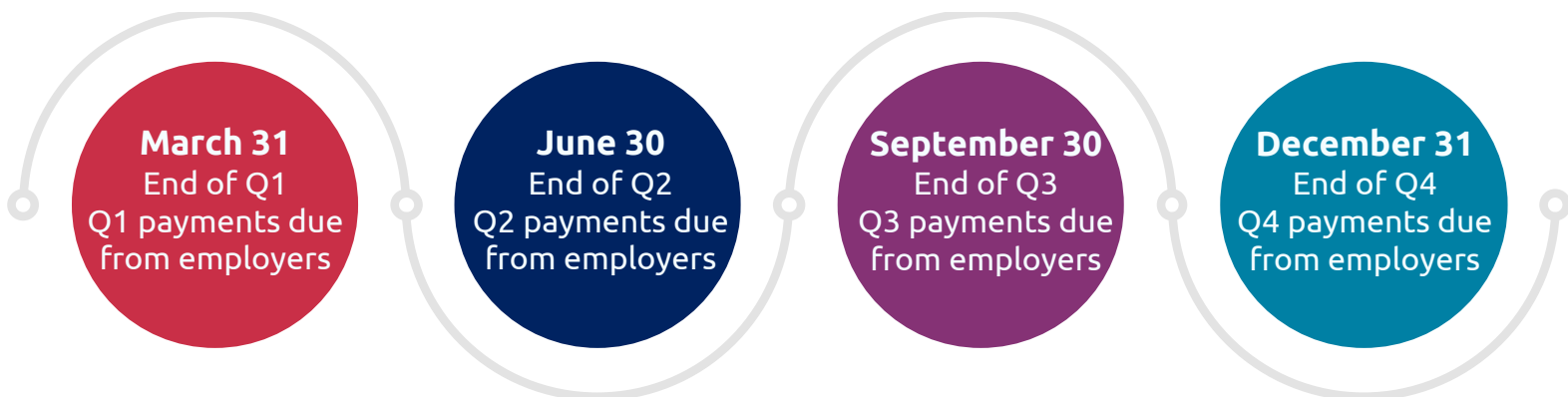
If employees of a public sector union are interested in participating in CT Paid Leave, the union must bargain for participation in the program. The CT Paid Leave Act does not impose any requirements on or make any changes to the collective bargaining process that must be followed by the union and the applicable employer.

There is no deadline by which a public sector union must negotiate for participation in the CT Paid Leave Program, however, a union can only join the program on a **prospective** basis.

The Basics: Contributions

- CT Paid Leave is an **employee-funded program**. Covered employers deduct 0.5% from employees via payroll deduction and remit these contributions to the CT Paid Leave Authority on a quarterly basis. Contributions are capped at the Social Security contribution limit and appear on paychecks with other tax withholdings.
- CT Paid Leave provides a one-month grace period following the end of the quarter for employers to remit the employees' contributions. For example, first quarter payments submitted by April 30 will not incur penalties or interest. However, first quarter payments submitted after April 30 will incur penalties and interest.
- Employers may not deduct more than the statutory 0.5% from employee paychecks for CT Paid Leave contributions, and employers also may not use employee contributions to pay interest and/or penalties.

Contribution Timeline



Fund Recovery

- Employers who fail to deduct CT Paid Leave contributions in a timely fashion will need to pay the owed amount themselves.
- Failure to remit the owed contributions by the quarterly deadlines will result in the imposition of interest and penalties on the employers.

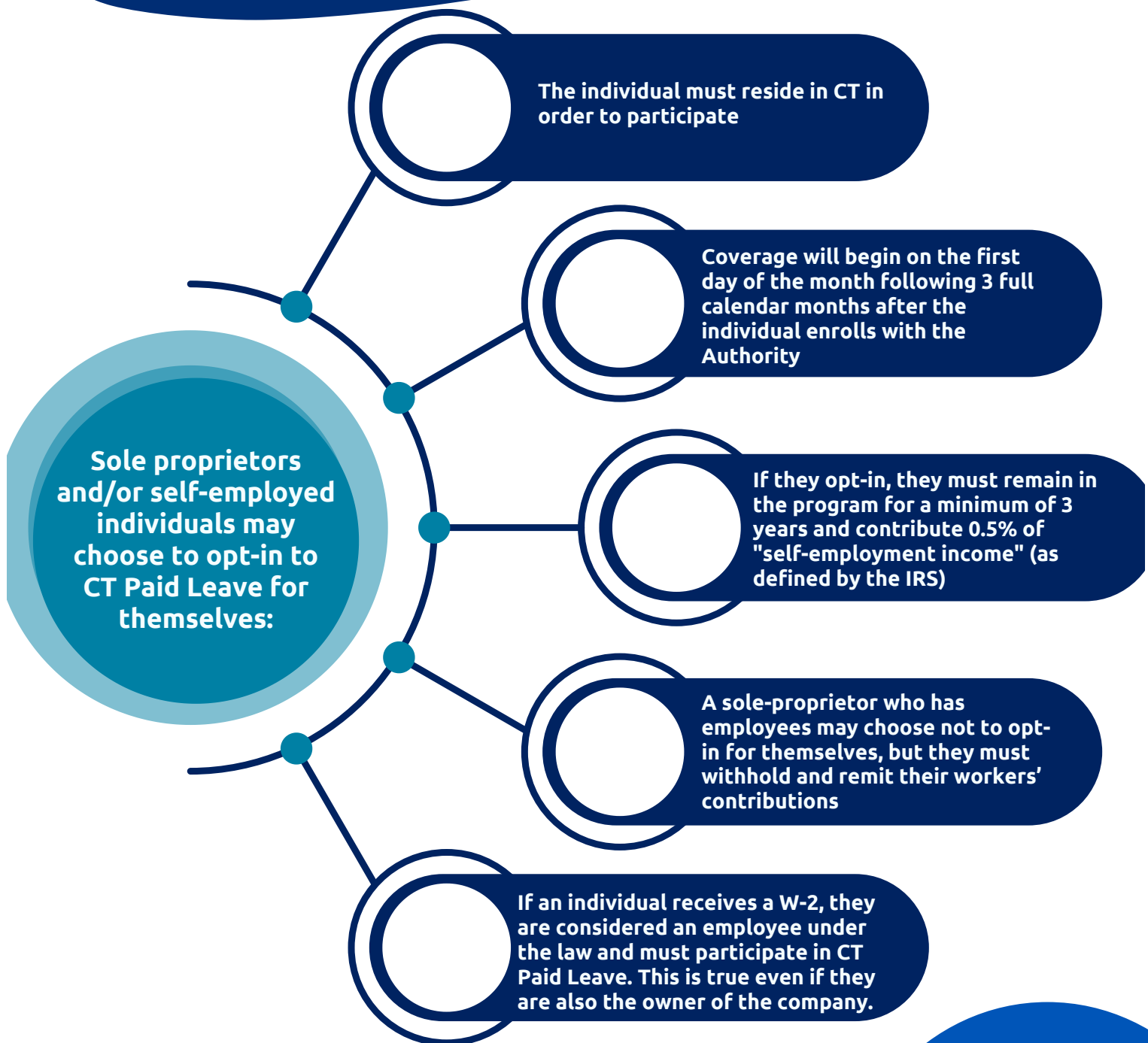
The screenshot shows a web form titled 'CONTRIBUTION'. It has a text input field labeled 'Enter Amount...' with a placeholder 'Please enter your earnings (weekly, bi-weekly, monthly or quarterly)'. Below the input field are two buttons: 'Estimate' and 'Refresh'. At the bottom of the form, a large rounded rectangle displays the result '\$ 0.00'.

Use CT Paid Leave's contribution estimator to see how much of your pay will be deducted. Contributions are based upon your earnings as determined by FICA.



Scan to *estimate*
your contribution

The Basics: Sole Proprietors / Self Employed



I am a sole proprietor. How do I enroll in CT Paid Leave?

- 1 Register with the CT Paid Leave Authority.** Social Security Number (SSN), North American Industry Classification System (NAICS) code and the business' start date are required to complete registration.
- 2 Estimate payments.** Sole proprietors/self employed individuals may need to estimate future income to ensure they make the appropriate deductions.
- 3 File and pay contributions.** Report self-employment earnings and remit contributions as appropriate each quarter.

Scan for more information on CT Paid Leave and sole proprietors/self-employed



The Basics: Eligibility







How is CT Paid Leave eligibility determined?

1

Workers must be (a) currently employed by a covered employer; (b) employed with a covered employer within the 12 weeks preceding the claim; OR (c) a sole-proprietor or self-employed individual who opted-in to the CT Paid Leave program and is a resident of CT.

2

Workers must have earned **at least \$2,325** in the highest earning quarter of the first 4 of the 5 most recently completed quarters to be eligible for CT Paid Leave benefits.

QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	QUARTER 5	CURRENT QUARTER	This graphic shows how a worker can meet the minimum earnings requirement within the base period. ← period.
Oct - Dec 2023	Jan - March 2024	April - June 2024	July - Sept 2024	Oct - Dec 2024	Jan-Mar 2025	
\$2,000	\$2,325	\$2,300	\$2,200	N/A	N/A	
						
In base period	In base period	In base period	In base period	NOT in base period	NOT in base period	

What wages count toward eligibility?

Wages from multiple covered employers may be combined. Seasonal, part time, or per diem workers may be eligible if they meet the minimum earning and employment requirements.

Wages may include salary or hourly pay, vacation pay, holiday pay, tips, commissions, severance pay, and the cash value of any "in-kind" payments.

Click here or scan the QR to take CT Paid Leave's benefits eligibility questionnaire



Scan for more info on eligibility

How are CT Paid Leave benefits calculated?

1

Benefits are calculated based on earnings in the base period. Average weekly wage is calculated by adding the two highest earning quarters during the base period and dividing that number by 26.

2

If a worker's wages are less than or equal to the Connecticut minimum wage multiplied by 40, their weekly benefit rate under the PFMLA will be 95% of their average weekly wage.

3

If a worker's wages exceed the Connecticut minimum wage multiplied by 40, their weekly benefit rate will be 95% of the Connecticut minimum wage multiplied by 40, plus 60% of the amount their average weekly wage exceeds the Connecticut minimum wage multiplied by 40. The benefit rate is capped at 60 times the Connecticut minimum wage.

The Basics: Qualifying Reasons



Medical Leave

For treatment of one's own serious health condition. This includes serving as an organ or bone marrow donor and pregnancy/childbirth.



Bonding Leave

To bond with a newborn(s) or newly placed child, or for the time needed to process adoption or foster care placement. Bonding leave applies to both parents and can be used anytime during the 12 months after the birth/placement.



Caregiver Leave

To provide physical or psychological care or comfort to a family member experiencing their own serious health condition. This includes taking the family member to appointments for their serious health condition.



Military Caregiver Leave

To care for a family member in the military who has experienced a serious injury or illness that occurred in the line of active duty in the Armed Forces.



Qualifying Exigency Leave

To engage in certain activities arising from the fact that a spouse, child, or parent on active duty has been notified of an impending call or order to active duty or service on active duty in the Armed Services.



Safe Leave

Up to **12 days** of CT Paid Leave benefits and job-protected time off for a worker who is a victim of family violence or sexual assault to seek medical care or counseling; obtain services from a victim services organization; relocate; or participate in any civil or criminal proceeding.

The Basics: What is a Serious Health Condition?

A serious health condition requires both incapacity and treatment by a health care provider. This includes:

Inpatient care: An overnight stay in a hospital, hospice or residential medical care facility. This includes any period of incapacity or any treatment in connection with the overnight stay.

Example: heart attack that results in overnight stay in the hospital

Incapacity and Treatment: A period of incapacity of more than 3 consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:

- Two or more in-person visits to a health care provider for treatment within 30 days of the first days of incapacity, or
- At least one in-person visit to a health care provider for treatment which results in a regimen of continuing treatment under the supervision of a health care provider.

Example: broken limb that incapacitates the person for 3+ days, followed by regular visits to the healthcare provider for a period of time while healing takes place

Pregnancy: Any period of incapacity due to pregnancy, including prenatal appointments.

Example: attending prenatal appointments

Chronic Conditions Requiring Treatments: Any period of incapacity due to treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider at least twice per year and recurs over an extended period of time.

Example: chronic migraines, Lupus, etc.

Permanent/Long-Term Conditions: A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective but requires the continuing supervision of a health care provider.

Example: terminal stages of cancer, Alzheimer's, etc.

Multiple Treatments (non-chronic conditions): Restorative surgery after an accident or injury; or a condition that would likely result in a period of incapacity of more than 3 consecutive full calendar days without treatment.

Example: Reconstructive shoulder or knee surgery, pneumonia or another severe illness

Serious health condition DOES NOT include:

- Being exposed to or diagnosed with the flu, COVID-19, etc.
- If there is no actual treatment from a health care provider, then it does not meet the legal definition of a serious health condition.



Scan for more info on
[serious health conditions](#)
and CT Paid Leave

The Basics: Length and Type of Leave

12
weeks

Employees who are eligible for the CT Paid Leave program and are experiencing one of the qualifying reasons for leave are entitled to up to **twelve (12)** weeks of paid leave benefits in a 12 month period. In the event an employee experiences a serious health condition resulting in incapacitation that occurs during a pregnancy, they may qualify for an **additional two (2) weeks** of CT Paid Leave benefits.

Continuous Leave

Leave completely away from work taken in one consecutive block of time. A person who needs heart surgery could take 6 consecutive or continuous weeks of CT Paid Leave.

Intermittent Leave

Leave taken in separate blocks of time, usually in hourly or daily increments. A person who receives dialysis treatment once a week could take intermittent leave to attend their appointments.

Reduced Schedule Leave

Leave that reduces an employee's usual number of working hours per workweek, or hours per workday. If a person works Monday-Friday 8 am - 5 pm and their partner gives birth, they may reduce their work schedule to Monday, Wednesday, Friday during the duration of their leave to bond with their child.

What is "incapacity during pregnancy"?

A person who is pregnant may be entitled to the additional 2 weeks of CT Paid Leave benefits if their medical provider certifies they have a serious health condition resulting in incapacitation during pregnancy.

These two additional weeks may be used for routine prenatal care and appointments, pregnancy complications, or any other serious health condition that occurs during the pregnancy. The two additional weeks cannot be used after childbirth.

Workers planning to apply for **intermittent or reduced schedule leave** will need to discuss their leave schedule with their employer and work with their health care provider to certify the need and duration of the leave.

The Basics: Defining Family



Scan for examples of relationships by affinity



*This means relationships that resemble a parent, grandparent, grandchild, child, sibling or spouse. This could be an aunt who relies on the worker for unpaid care or an unmarried significant other of the worker who maintains a spouse-like relationship.

Filing a Claim

1

Notify

Employee notifies their employer that they will be applying for CT Paid Leave. Employees should also talk to their employer about FMLA.

2

Apply

Employee begins application at **ctpaidleave.org** or by calling CT Paid Leave's claims administrator at **(877) 499-8606**.

3

Submit All Documents

Employees will receive notification of what documents are needed for their case to be complete and ready for review.

4

Receive Decision

If approved, employees will receive benefits via direct deposit or debit card. If denied, they can file a reconsideration with CT Paid Leave or appeal with the CT Dept of Labor.

5

Receive CT Paid Leave Benefits

Receive payments through direct deposit or debit card. Payments are issued on Tuesdays. Employee must notify CT Paid Leave if circumstances change (ex: more time is needed or return to work sooner).

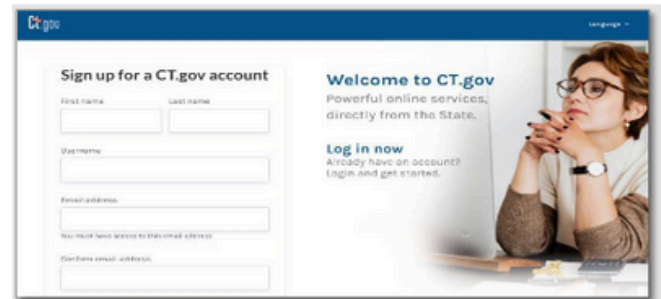
Filing a Claim

Create an Account with CT Paid Leave

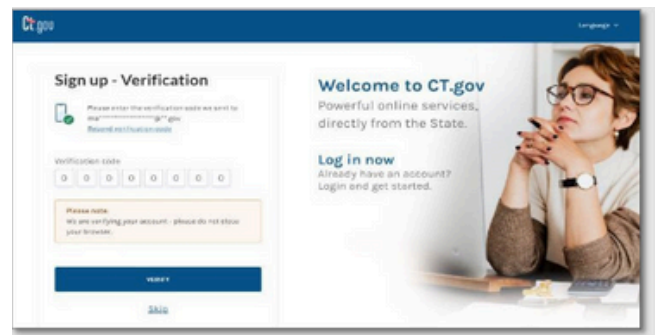
New users will need to register for an account with CT.gov. Individuals previously registered for an account with CT.gov should enter their username or email address to log in. Remember to use a personal email address when registering as a new user. →

For security reasons, a multi-factor authentication screen will appear. Enter the verification code sent to the email address used to create the account. →

Once signed in, click on the "submit a claim" button on ctpaidleave.org to begin an application.

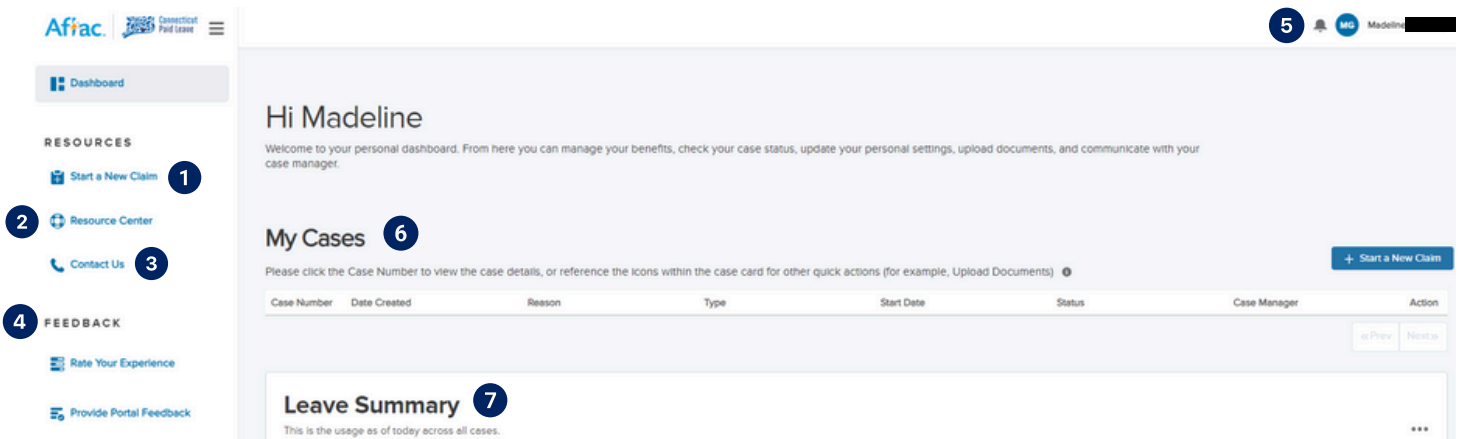


The image shows the CT.gov account creation and login interface. On the left, there is a 'Sign up for a CT.gov account' form with fields for First name, Last name, Username, Email address, and a checkbox for 'You must have access to this email address'. Below the form is a 'Sign up' button. On the right, there is a 'Welcome to CT.gov' section with the text 'Powerful online services, directly from the State.' and a 'Log in now' link. Below the link is the text 'Already have an account? Login and get started.' A woman is shown in the background, looking at a laptop.



The image shows the CT.gov account verification screen. On the left, there is a 'Sign up - Verification' section with the text 'Please enter the verification code we sent to [email address]'. Below the text is a 'Verification code' field with a timer and a 'Verify' button. On the right, there is a 'Welcome to CT.gov' section with the text 'Powerful online services, directly from the State.' and a 'Log in now' link. Below the link is the text 'Already have an account? Login and get started.' A woman is shown in the background, looking at a laptop.

Navigate the User Portal



The image shows the Aflac CT Paid Leave User Portal. The top navigation bar includes the Aflac logo, 'Connecticut Paid Leave', and a user profile icon labeled '5'. The left sidebar contains a 'Dashboard' button and a 'RESOURCES' section with links: 'Start a New Claim' (1), 'Resource Center' (2), 'Contact Us' (3), and 'FEEDBACK' (4) with sub-links 'Rate Your Experience' and 'Provide Portal Feedback'. The main content area shows a greeting 'Hi Madeline', a welcome message, and a 'My Cases' section (6) with a table of cases. Below the table is a 'Leave Summary' section (7) with the text 'This is the usage as of today across all cases.' A 'Start a New Claim' button is located in the top right corner of the main content area.

Case Number	Date Created	Reason	Type	Start Date	Status	Case Manager	Action

1. **Start a new claim:** Click to begin an application
2. **Resource Center:** Contains documents and forms
3. **Contact Us:** Includes contact information for Aflac
4. **Provide feedback:** Allows claimants to rate their experience and provide feedback on the portal
5. **Notifications:** Provides alerts and notifications related to case
6. **Cases:** Lists all cases (claims), as well as important dates and information
7. **Leave Summary:** Provides an overview of how much leave is available

I'm planning to take leave. When should I file a claim?

File your CT Paid Leave claim 30 calendar days before you expect your leave to start when you can or no more than 45 calendar days after your benefit start date, unless the Authority determines there's good cause for the delay.

Filing a Claim: Documentation

Required Documents:

1

Identity Verification Documents

Includes a license or other form of ID

2

Employment Verification Form

Completed by the applicant's employer. Includes information such as date of hire, typical work days and hours, and other income such as paid sick time, PTO, etc.

3

Specific documents by leave reason

Each qualifying reason for leave requires different documentation. All forms are available on ctpaidleave.org or in the Aflac portal. Prepare to submit your claim by viewing the [Documentation Checklist](#).

Information Needed to File a Claim:

- Reason for taking leave and type (intermittent or continuous)
- Employer contact name, email address and phone number
- The start date of CT Paid Leave benefits and other pay/benefits you've applied for related to the leave (ex: employer provided sick time, short term disability or other PTO)
- Communication choice - US Mail or Email. You can also opt-in to text messaging
- Payment choice - if selecting direct deposit, have bank information ready

Document Dashboard

The Document Dashboard creates a better user experience within the User portal by allowing a claimant to see, in real time, a list of the documents they need to submit in order for their claim to be considered complete and ready for a decision.

Bonding
Case Number: 00429358
Case Manager: Currently Being Assigned
Leave Type: Absence - Continuous

[New Message](#)

Messages

Messages from your case manager can be viewed below. If you need immediate assistance, please call our Customer Care Team at +1 (877) 499-8606.

SUBJECT	ACTIVITY	ACTION
---------	----------	--------

Document Checklist

Any documents that are required for your case will be listed below. Please use the Upload icon next to the required document to upload those. If you have any other documents you would like to provide to your case manager, please use the Upload Documents button.

[Upload Documents](#)

CATEGORY	NAME	RECEIVED	STATUS	UPLOAD
> Bonding Statement	Not Received	Date	Required	Upload
Proof of Birth	Not Received	Date	Required	Upload
Employment Verification	Not Received	Date	Required	Upload
Identity Verification	Not Received	Date	Required	Upload
CATEGORY	NAME	RECEIVED	STATUS	Upload

Remember!

Missing, incomplete or illegible documents may delay the review process or lead to a denial. Use the Dashboard to keep track of documents!

Scan to learn more about how to file a [claim](#)



Options if a Claim is Denied

Submit a Request for Reconsideration

- This is the **quickest** way to have the case reconsidered, especially if the denial was due to lack of paperwork.
- Most reconsideration decisions are issued within 15 calendars of receipt.

File an Appeal with CT DOL

- A worker can submit an appeal if their reconsideration was denied or immediately upon receiving a denial notice.
- For more information, read The Connecticut Family & Medical Leave Act and CT Paid Leave Appeals or scan the QR



Scan for more info about filing an appeal with DOL

**For questions about
an *existing claim*,
call Aflac:
877-499-8606**

Remember!

You may only file an appeal with CT DOL if you have already applied for CT Paid Leave benefits and received a final denial decision.



START HERE

1

Qualifying event:

Liz hurts her knee playing volleyball. Her Dr. says she needs surgery.

2

Notify:

Liz works for a construction company and is covered by CT Paid Leave. Liz notifies her employer she will need leave. Liz applies directly to her employer for job protected leave (FMLA).

3

Apply:

Liz creates an account with CT Paid Leave and begins her application online.

4

Submit all documents:

Liz submits documents required for his claim to be reviewed.

5

Receive Decision:

Aflac reviews Liz's claim and informs Liz she is approved.

6

Receive benefits:

Liz receives CT Paid Leave benefits, either through direct deposit or a debit card.

Liz visits CTPaidLeave.org to review the documents necessary for leave for a serious health condition.

Liz's employer indicates if she will receive other employer benefits like PTO or short term disability during her leave on her employment verification form.

Liz uses the Document Dashboard to check the status of her claim and where her documents are in the review process.

Liz's Road to CT Paid Leave

Serious Health Condition / Continuous Leave



Scan to view an Application Document [Check List](#)

END HERE





START HERE

1

Qualifying event:

Steve's mother is diagnosed with cancer. As her primary caregiver, he plans to take her to doctor's appointments.

2

Notify:

Steve works for UPS and is covered by CT Paid Leave. Steve notifies his employer he will need to take intermittent leave. Steve applies directly to his employer for job protected leave (FMLA).

3

Apply:

Steve creates an account with CT Paid Leave and begins his application online.

4

Submit all documents:

Steve submits documents required for his claim to be reviewed.

5

Receive Decision:

Aflac reviews Steve's claim and informs him he is approved.

6

Receive benefits:

Steve receives CT Paid Leave benefits, either through direct deposit or a debit card.

Steve's Road to CT Paid Leave

Caregiving / Intermittent Leave

Steve visits CTPaidLeave.org to review the documents necessary for caregiver leave.

Steve uses the Document Dashboard to see where his documents are in the review process.

Since Steve's leave is intermittent, he logs the date and number of hours on the Aflac portal or via phone each time he takes CT Paid Leave.



Scan to view an Application Document Check List

END HERE



Additional Resources: Connect with CT Paid Leave



The Paid Leave Podcast highlights CT Paid Leave and the impact it has on communities across the state. Listen to new episodes monthly via CTPaidLeave.org or [YouTube](https://www.youtube.com).

CT Paid Leave Resources and Guides



Scan to
view CT
Paid Leave's
resource
page.

Pages **20-21** of this Toolkit are resources to easily print and distribute and include a sample notice to employers and a flyer with tear offs of CT Paid Leave contact information.

CT Paid Leave in Your Community

The Authority is here for you. Here are a few ways to collaborate and bring CT Paid Leave education to your own network:

- 1** Coordinate a webinar, in person training or "office hours" on CT Paid Leave and how to file a claim featuring staff at the Authority
- 2** Invite the Authority to table at an event or feature CT Paid Leave info on your own
- 3** Share CT Paid Leave resources with your clients and community. Use this toolkit as a guide to file a claim and learn more about the program.

Like, Follow & Share:



ctpaidleave.org



@ctpaidleave



[linkedin.com/
company/ct-
paid-leave](https://www.linkedin.com/company/ct-paid-leave)



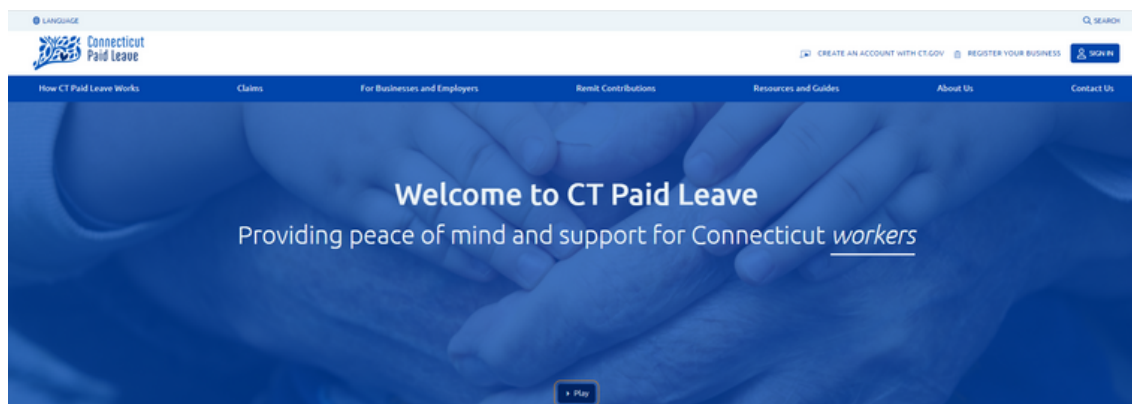
[facebook.com/
CTPaidLeave](https://www.facebook.com/CTPaidLeave)



@connecticut
paidleave6932

Additional Resources: CT Paid Leave Website

**CT Paid
Leave
Website**
ctpaidleave.org



Website Includes:

Comparison page explaining differences between CT Paid Leave and FMLA

Interactive application document checklist

Step-by-step instructions with videos for creating a ct.gov account and more

Resources and guides page organized by role (worker, employer, etc.)

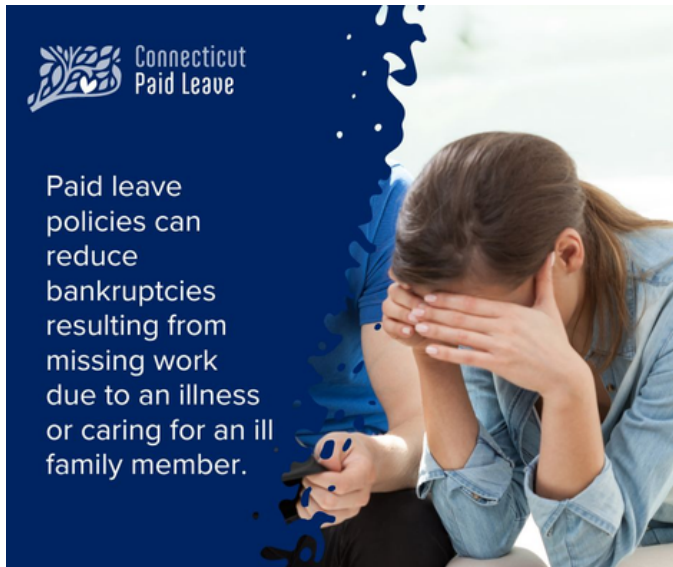
Ability to translate to nine different languages

Scan to visit
CTPaidLeave.org



Additional Resources: Social Media

Use our sample graphics and posts to spread the word about CT Paid Leave on your organization's or your own social media pages. Right click to save a graphic on the page, then copy and paste the sample text and add it to a post!



Paid leave policies can reduce bankruptcies resulting from missing work due to an illness or caring for an ill family member.

Sample Post: Access to #paidleave helps families stay afloat through life's most challenging and stressful times. Learn more about CT Paid Leave: ctpaidleave.org



It costs about 1/5 of a worker's annual salary to replace that individual with a new employee.

Sample Post: Did you know? #CTPaidLeave benefits workers AND employers! Learn more: ctpaidleave.org



Parental access to paid leave yields better health and educational outcomes for children, leading to greater long-term earning potential.

Sample Post: CT Paid Leave = being there for your child's most important moments. Learn more: ctpaidleave.org



Women who are able to take paid leave after the birth of a child are 40% less likely to receive public assistance than those who are unable to take leave.

Sample Post: Paid leave is one way to boost women's economic security following the birth of a child. Learn more: ctpaidleave.org

Sample Notice to Employer



Connecticut Paid Leave

If you plan to apply for CT Paid Leave income-replacement benefits, **it is important that you notify your employer that you are doing so.** You may notify your employer in writing or verbally.

When you submit your claim for paid leave benefits to CT Paid Leave, you will be provided with an *Employment Verification Form*. You must provide this form to your employer to fill out and return the form to the CT Paid Leave Authority's claims administrator, Aflac.

IMPORTANT: This notice is **not** the same as applying to your employer for job-protected leave under CT FMLA or federal FMLA. You will need to follow your employer's policies regarding how to apply for job-protected leave. Most employers require you to apply for job-protected leave 30 days in advance for foreseeable events and as soon as practicable for unforeseen leave reasons.

Sample Notice to Provide to Employer:

(Date)

Dear _____,

This is to notify you that I am applying to the CT Paid Leave Authority for income replacement benefits. As part of this application process, I will give you an Employment Verification Form that you will need to complete and return to the CT Paid Leave Authority's claims administrator, Aflac.

(If you have not already applied for job-protected leave, you may wish to add the following: I will need to apply to you for job-protected leave. Please provide me with the forms I need to fill out to apply for leave.



Connecticut Paid Leave

**DO YOU
NEED TIME
TO CARE?**

**CT Paid
Leave
is here to
help.**

CT Paid Leave provides money to eligible workers who need to take unpaid time off from work.

WHEN CAN YOU USE CT PAID LEAVE?



Caring for your own or a family member's serious health condition



Pregnancy and bonding with a new child



Dealing with family violence or sexual assault



Addressing situations related to a family member's active military service

**Learn more:
ctpaidleave.org**

SCAN HERE





Connecticut Paid Leave

**¿NECESITAS
TIEMPO PARA
CUIDAR?**

**CT Paid
Leave
puede
ayudar.**

CT Paid Leave proporciona dinero a los trabajadores elegibles que necesitan ausentarse del trabajo sin pago.

¿CUÁNDO SE PUEDE RECIBIR CT PAID LEAVE?



Cuidar su propia condición de salud grave o la de un miembro de su familia



Embarazo o vínculo con un nuevo hijo



Abordar circunstancias resultantes de violencia familiar o agresión sexual



Abordar situaciones relacionadas con el servicio militar activo de un miembro de la familia

**Aprende más:
ctpaidleave.org**

Escanear aquí

