



Connecticut Paid Leave

Legislator Toolkit

Updated Fall 2025

About the Legislator Toolkit

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About the 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 Legislator Toolkit provides state lawmakers and their staff with important information about CT Paid Leave to share with workers and families in their networks.

Use this Toolkit to:

- Understand CT Paid Leave
- Educate and support your constituents
- Connect with the CT Paid Leave Authority and relay frequently asked questions

Who is this Toolkit for?

This toolkit is designed for legislators and their staff. The toolkit is a resource to assist their constituents who are interested in learning more about CT Paid Leave and applying for benefits.



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.

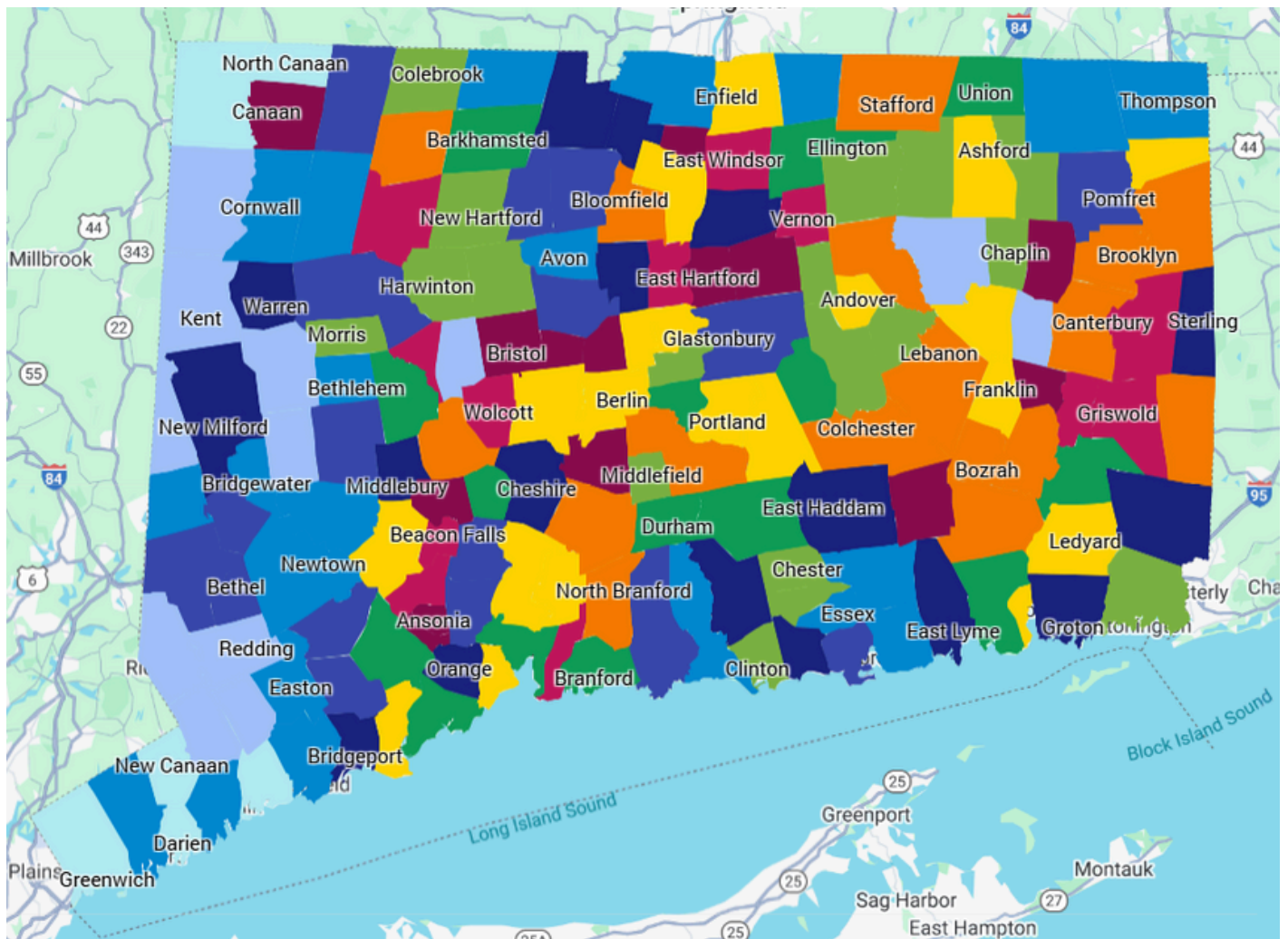


What is the CT Paid Leave Authority?

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.

CT Paid Leave Usage by Town

The Authority maintains an interactive map that shows the number of CT Paid Leave claims per 10,000 residents. View a screenshot of the map below and use the color guide to determine how many claims have been filed in your district.



color guide to map of claims per 10k residents



[Click here](#) or scan below to see the most up to date version of the map.



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 2022 by the CT Paid Leave Act. For more information on CT FMLA, [click here](#) or scan the QR above.

The Basics: Who's Covered?

Who is Covered?

- Almost all employers who have one or more people working in CT
- Sole proprietors who choose to opt-in (see page 10 for more information)
- "Public school operators" with respect to employees whose positions **do not require** certification under Chapter 166
- Non-public elementary or secondary schools with respect to employees whose positions **do not require** certification under Chapter 166

Who is Not Covered?

- The federal government
- The state of Connecticut, except as to its "**covered public employees**"*
- Municipalities, unless they have "**covered public employees**"*
- Railroads
- Employees of "public school operators" and non-public elementary and secondary schools whose positions **require** certification under Chapter 166 (unless such employees are covered by a collective bargaining unit that has negotiated to participate)

*see page 7 for more information

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 the program but should ask their employer what they may have access to through New York's program.

Other non-covered workers:

- 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

Scan for more
information
regarding
coverage &
eligibility



The Basics: Covered Public Employees

Who is a “covered public employee”?

- Non-unionized employees of the State of Connecticut;
- Unionized employees of the State of Connecticut who collectively bargain to be included in the program;
- Employees of municipalities (union and nonunion) IF the unionized employees of the municipality collectively bargain to be included in the program
- Certified employees of public school operators IF their unionized employees collectively bargain to participate

CT Paid Leave & Collective Bargaining:

If employees of a public sector union who are not covered by CT Paid Leave are interested in participating in the program, the union must collectively bargain for participation. 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.

For more information on CT Paid Leave & collective bargaining, [click here](#) or scan the QR



Recent Legislative Changes

Legislation adopted in 2024 and 2025 made changes to CT FMLA and CT Paid Leave, including expanded coverage to certain workers.

Definition of Municipality & Process for Tribes to Participate

As of 10/1/24, P.A. 24-5 defines “municipality” under CT Paid Leave and CT FMLA as any metropolitan district, town, consolidated town and city, consolidated town and borough, village, fire and sewer district, sewer district, and each municipal organization having the authority to levy and collect taxes.

If an entity meets the definition of municipality, it is not a covered employer under CT Paid Leave unless one or more of its bargaining units collectively bargains to be included. If an entity **does not** meet this definition, it is a covered employer under CT Paid Leave and CT FMLA. Employers that became covered as a result of this change include housing authorities, health districts, transit districts and certain libraries.

P.A. 24-5 also created a process for federally recognized tribes to participate in CT Paid Leave through an agreement with the Governor. For updates on tribal participation, please contact the Authority.

Coverage for Noncertified School Employees

Sec. 234-237 of P.A. 25-174 amends CT Paid Leave and CT FMLA to cover employees of “public school operators” and nonpublic elementary and secondary schools whose positions do not require a certification under Chapter 166 of the CGS, referred to as non-certified school employees.

“Public school operators” include local or regional boards of education, inter district magnet school operators, state or local charter schools, an endowed or incorporated academy approved by the State Board of Education to provide special education services, or a cooperative arrangement between multiple boards of education allowed by state law.

School employees whose positions do require certification, such as teachers at public schools, are not covered under CT Paid Leave unless their union bargains to participate in the program.

The CT Paid Leave Authority conducts extensive outreach, especially to employers and workers that are newly covered due to legislative changes. To schedule a webinar or training for entities in your district, contact Madeline Granato, Government & Community Relations Manager: madeline.granato@ct.gov.

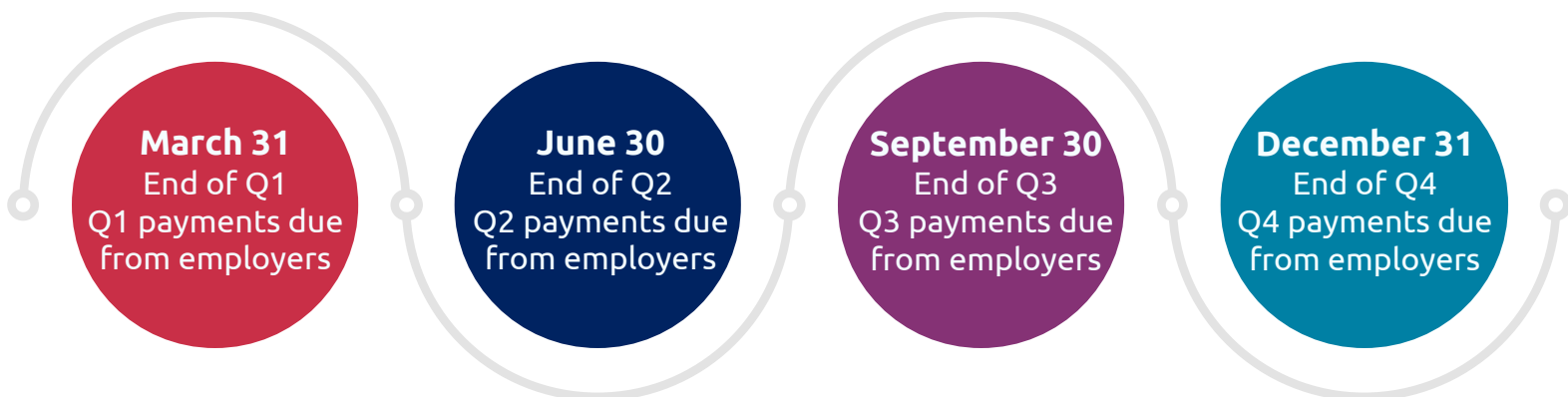
Scan for
more
information
regarding
municipal or
school
employers



The Basics: Contributions

- CT Paid Leave is an **employee-funded program**. Covered employers deduct 0.5% from employees' wages 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'. Below the title is a horizontal line. Underneath, there is a label 'Please enter your earnings (weekly, bi-weekly, monthly or quarterly)' and a text input field with the placeholder 'Enter Amount...'. Below the input field are two buttons: 'Estimate' and 'Refresh'. At the bottom of the form, there is a large rounded rectangle displaying '\$ 0.00'.

CT Paid Leave's contribution estimator provides workers information on how much of their pay will be deducted. Contributions are based upon workers' earnings as determined by FICA.



Scan to view the contribution estimator

The Basics: Sole Proprietors / Self Employed

Sole proprietors and/or self-employed individuals may choose to opt-in to CT Paid Leave for themselves. If they opt-in, they must remain in the program for a **minimum of 3 years** and contribute 0.5% of their self-employment income (as defined by the IRS).

How do sole proprietors enroll in CT Paid Leave?

1 Register with the CT Paid Leave Authority. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), 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. If they complete a Schedule C, their self-employment earnings are reported on line 31. If they complete a Schedule SE, self-employment earnings are reported on line 6.

3 File and pay contributions. Report self-employment earnings and remit contributions as appropriate each quarter.

The Authority allows sole proprietors/self-employed individuals to report income and remit contributions in one of two ways:

Report based on estimated self-employment earnings: report quarterly income and remit the 0.5% using the same calculations used to make estimated quarterly payments toward self-employment taxes, and reconcile contributions when self-employment taxes are finalized at year end;

OR

Report based on actual year-end self-employment earnings: report quarterly income as \$0 and remit no contributions until calculating self-employment taxes at year end, at which time report self-employment income for the year to CT Paid Leave and remit 0.5% contributions for the year.

Important information for sole proprietors to remember:

- The sole proprietor/self-employed individual must reside in CT in order to participate in CT Paid Leave.
- Coverage will begin on the first day of the month following 3 full calendar months after the individual enrolls with the Authority.
- A sole-proprietor who has employees may choose not to opt-in for themselves, but they must withhold and remit their workers' contributions.
- If an individual receives a W-2, they are considered an employee under the law and must participate in CT Paid Leave. This is true even if they are also the owner of the company.
- If a sole-proprietor/self-employed individual adds employees during their enrollment period, they will need to update their account to register as an employer and remit contributions from your employee(s) quarterly, separately from their own contributions.

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 first date of benefits; 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 | |
|--|--|--|--|---|--|--|
| Oct - Dec 2025 | Jan - March 2026 | April - June 2025 | July - Sept 2025 | Oct - Dec 2025 | Jan-Mar 2026 | This graphic shows how a worker can meet the minimum earnings requirement within the base period if they apply for leave in January. |
| \$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 weekly benefit payment 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 adoptive or foster 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 duty on active duty in the Armed Forces.



Qualifying Exigency Leave

To engage in certain activities arising from the fact that a spouse, child, or parent is on active duty or 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 experiences flare ups with migraines or a person who is one of the caregivers to take their parent to dialysis appointments could take intermittent leave.

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 parent is recovering from surgery, they may reduce their work schedule to Monday, Wednesday, Friday during the duration of their leave to care for them.

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

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

2

Apply

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

3

Submit All Documents

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

4

Receive Decision

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

5

Receive CT Paid Leave Benefits

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

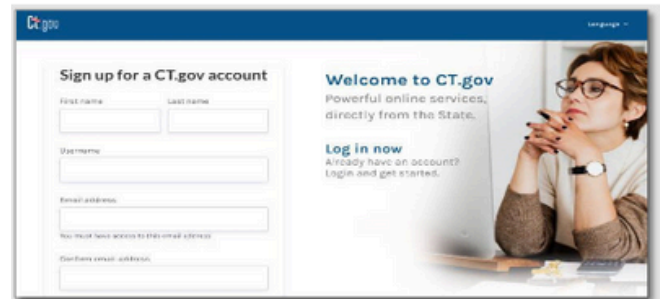
Filing a Claim

Create an Account with CT Paid Leave

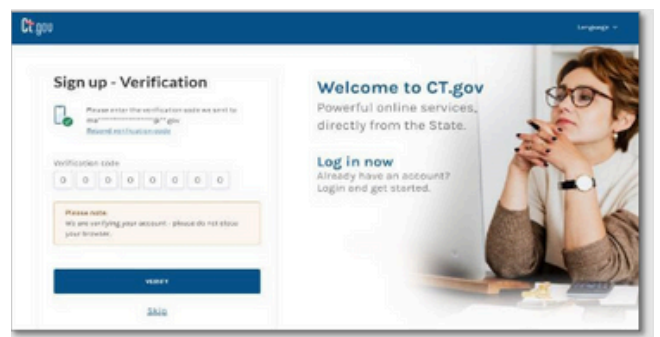
If the worker is filing a claim online, new users will need to register for an account with CT.gov. Individuals previously registered for an account with CT.gov should enter their username or email address to log in. Remember to use a personal email address when registering as a new user. →

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.

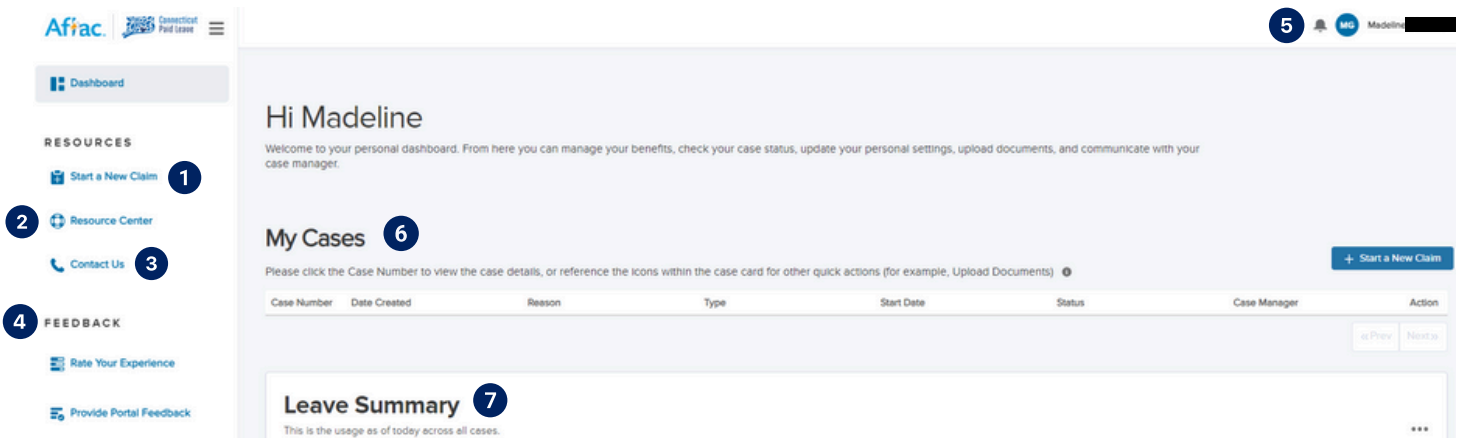


The image shows the CT.gov account creation and login interface. On the left, under 'Sign up for a CT.gov account', there are input fields for First name, Last name, Username, Email address, and a checkbox for 'You must have access to this email address'. Below these is a 'Create new account' button.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



The image shows the CT.gov verification screen. On the left, under 'Sign up - Verification', there is a 'Verification code' input field with a 'Verify' button below it. A 'Please note' box states: 'We are verifying your account - please do not close your browser.' On the right, under 'Welcome to CT.gov', there is a 'Log in now' section with the text 'Already have an account? Login and get started.' and a 'Log in' button. A woman is shown in the background, looking at a laptop.

Navigate the User Portal



The image is a screenshot of the Aflac CT Paid Leave User Portal. The top left shows the Aflac logo and 'Connecticut Paid Leave'. The top right shows a user profile for 'Madeline' with a notification bell icon and a '5' badge. 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 has a greeting 'Hi Madeline' and a welcome message. Below this is a 'My Cases' section (6) with a table of cases. The table has columns: Case Number, Date Created, Reason, Type, Start Date, Status, Case Manager, and Action. Below the table is a 'Leave Summary' section (7) with the text 'This is the usage as of today across all cases.' and a 'Start a New Claim' button.

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

If a worker is planning to take leave, when should they file a CT Paid Leave claim?

A worker should file their CT Paid Leave claim 30 calendar days before they expect their leave to start when they can **or** no more than 45 calendar days after their 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 in the Aflac portal. Workers can prepare to submit their 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 or by opting-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, see [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*,
workers can call
Aflac:
877-499-8606**

Remember!

A worker may only file an appeal with CT DOL if they have **already applied** for CT Paid Leave benefits and received a final denial decision..

Assisting Constituents with CT Paid Leave

Top 5 Things to Keep in Mind

- An application is not complete until **all** requested documentation is submitted.
- There is a due date by which the required documentation must be submitted. This date can be found in the Notice of Application.
- If a claimant is having difficulty obtaining the required documents, they can request an extension by calling or messaging Aflac directly.
- Not all illnesses qualify as a serious health condition.
- Claimants should notify CT Paid Leave of any changes as soon as possible – returning to work earlier than anticipated, needing additional time away from work, or receiving any payment from their employer.

What to do if a constituent needs help with CT Paid Leave

- Most claimants' questions about **already-filed** CT Paid Leave claims can be addressed by:
 - Logging in to their account through the CT Paid Leave portal, or
 - Calling Aflac at 877-499-8606
- For general questions about the CT Paid Leave program, visit www.ctpaidleave.org or submit a Contact Us inquiry: [Contact Us](#)
- Email Madeline.Granato@ct.gov about any issues that need personal attention
- For questions about CT FMLA, visit CT DOL [newfmlaguidance \(ct.gov\)](http://newfmlaguidance.ct.gov).

Like, Follow & Share:



ctpaidleave.org



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



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



[@connecticutpaidleave6932](https://www.youtube.com/channel/UC6932)

CT Paid Leave Resources and Guides



Scan to
view CT
Paid Leave's
[resource
page.](#)

How to support CT Paid Leave in your district

Raise awareness of CT Paid Leave and how it works.

- Coordinate a webinar, in person training or "office hours" on CT Paid Leave and how to file a claim featuring staff at the Authority
- Invite the Authority to table at an event in your district
- Feature CT Paid Leave information in your own newsletter or on your website
- Share CT Paid Leave resources directly with your constituents. Use this toolkit as a guide to file a claim and learn more about the program.

Provide tools and resources to aid employers and workers to access paid leave benefits.

- Share CT Paid Leave's webinars and upcoming events with businesses in your district
- Encourage employers to subscribe to CT Paid Leave's employer newsletter
- Encourage HR professionals to subscribe to CT Paid Leave's HR newsletter
- Share additional CT Paid Leave employer and worker resources from ctpaidleave.org



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





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**

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