



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.