



# Connecticut Paid Leave

Dear Employer,

You are receiving an Employment Verification Form because a current or recent employee of your organization filed a claim for Connecticut Paid Leave benefits.

**1. All employers are legally required to complete and return this Employment Verification form by the employee's claim deadline, even if the employee has separated from employment.**

**2. Who at your organization should fill this out?**

*An employer completing this form must be able to provide information on the employee's work schedule and any employer-provided income they will receive while on leave, like paid time off or short-term disability benefits.*

**For more information on how to complete this form go to [www.ctpaidleave.org](http://www.ctpaidleave.org) and search Employment Verification Form: Job Aid**

Thank you for your assistance in processing this employee's claim as quickly as possible.

*Sincerely,*

*CT Paid Leave Authority*

*Important Note:*

It is unlawful for an employer to terminate, discourage, discriminate against or retaliate against employees because they have filed a CT Paid Leave claim or because they are requesting time off from work that may be protected under CT FMLA.

By giving you this letter, this employee is providing you with legal notice that they may need leave under CT and/or federal FMLA. If you have not already done so, you need to process this leave request according to your FMLA procedures.