



Connecticut Paid Leave

DOCUMENTATION

LEAVE POLICY CONSIDERATIONS & UNDERSTANDING FORMS

ELEMENTS OF A LEAVE POLICY

- Reasons for job-protected leave
 - Explanation of what it means to be 'job-protected'
 - References to the applicable statutes
 - References to any other sources of job-protected leave (e.g., policy, collective bargaining agreements, etc.)
- Explanation of eligibility requirements
- Description of how much leave is available
 - Statement about running leaves concurrently when possible
 - Explanation of how leave year is calculated
- Explanation of how leave may be taken
 - Block/Intermittent/Reduced Schedule
 - Minimum Increment of leave
 - Special rules for bonding leave and spouses who work for same employer
- Statement of rights: no interference/retaliation/discrimination

ELEMENTS OF A LEAVE POLICY cont'd

- Sources of income-replacement during leave:
 - Accrual usage
 - Mandatory vs. permissive
 - Right to retain 2 weeks during CT FMLA leave
 - Short-term / long-term disability insurance
 - Collective bargaining agreement / employer policy
 - CT Paid Leave program / CT Paid Leave-approved private plan
- Notification requirements
 - Procedures for requesting leave
 - Procedures for calling out &/or providing status updates when on leave
 - Procedure for submitting the CT Paid Leave Employment Verification Form to be completed by the employer
 - Please note – the Employment Verification form is mandatory for all CT Paid Leave claims. The CT Paid Leave Authority is available to answer any questions about completing the form. There are also job aides and videos to help guide employers.

DECISIONS EMPLOYER MUST MAKE

- FMLA leave year calculation
 - Calendar
 - Fixed year
 - Look forward
 - Look back or rolling
- Minimum increment of leave (based on payroll system)
- Accrual usage rules
 - Mandatory vs. permissive
 - Variations based on type of accrual and type of leave?
- Sharing of leave by spouses
- Intermittent/reduced schedule leave for bonding
- Procedures for requesting leave, calling out, providing status updates, submitting CT Paid Leave Employment Verification Form
- Periodic notice while on leave requirements
- Group health insurance continuation

GENERAL NOTICE REQUIREMENTS

- FMLA POLICY / NOTICE
- FEDERAL FMLA POSTER
- CT NOTICE OF RIGHTS UNDER CT FMLA AND CT PAID LEAVE
 - Provided to the employer upon hire and annually

LEAVE-SPECIFIC DOCUMENTATION

- NOTICE OF ELIGIBILITY AND RIGHTS & RESPONSIBILITIES
 - Given to the employee within 5 days of leave request
- MEDICAL CERTIFICATE / CAREGIVER MEDICAL CERTIFICATE
 - To be completed by HCP and returned within 15 days
- DESIGNATION NOTICE
 - Given to the employee within 5 days after receiving the medical certification

NOTICE OF ELIGIBILITY AND RIGHTS & RESPONSIBILITIES

- INTRO
 - Employee info
 - Reason for leave
- Section I - Eligibility
- Section II - Additional Information Needed
- Section III – Notice of Rights & Responsibilities
 - CT FMLA Leave Entitlement & designation of leave year
 - Substitution of Paid Leave
 - Maintain Health Benefits
 - Other Employee Benefits
 - Return-To-Work requirements
 - Other Requirements while on CT FMLA Leave

Documentation Substantiating Reason for Leave

Medical Certification for Employee's Serious Health Condition

- You are entitled to require a medical certificate from the employee's HCP.
 - Or accept a copy of the CT Paid Leave med cert
- Medical information
 - Dates of condition
 - Serious Health Condition checked
 - Description of medical facts
- Amount of leave needed
 - Dates of treatment and incapacity
 - Intermittent or continuous leave

Documentation Substantiating Reason for Leave

Medical Certification for Care of a Family Member's Serious Health Condition

- You are entitled to require a caregiver medical certificate from the family member's HCP
 - Or accept a copy of the CT Paid Leave caregiver med cert
- Employee Information
 - Family member relationship, type of care, amount of leave
- HCP Information
 - Medical information and amount of leave needed
- You cannot require a medical certificate in connection with bonding leave but you can require proof of birth/adoption/foster care placement and proof of parental relationship

DESIGNATION NOTICE

- Section I - Employer
 - Reason for leave
 - Whether leave is approved or denied
 - If denied, reason for denial
- Section II - Additional Information Needed
 - Additional information is needed before a decision can be made
 - Description of why information provided is incomplete or insufficient
 - Deadline for providing additional information
 - Statement that a 2nd or 3rd opinion will be required
- Section III - CTFMLA Leave Approved
 - How much leave is anticipated to be used
 - Whether/how employer will pay employee during leave
 - Return to work requirements
 - Fitness for Duty (job description)

Additional Documentation for Specific Leave Types

- STATEMENT OF FAMILY RELATIONSHIP
- PROOF OF BIRTH & PARENTAL RELATIONSHIP
- PROOF OF ADOPTION / FOSTER CARE PLACEMENT
- MILITARY CAREGIVER DOCUMENTS
- QUALIFYING EXIGENCY DOCUMENTS
- SAFE LEAVE DOCUMENTS



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Thank You