



## **Understanding the Connecticut Paid Leave Program**

**December 4, 2020**

**12:00 p.m. – 1:00 p.m.**

**CT Bar Association**

**Webinar**

**CT Bar Institute, Inc.**

CT: 1.0 CLE Credit (General)

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## **LAWYERS' PRINCIPLES OF PROFESSIONALISM**

As a lawyer, I have dedicated myself to making our system of justice work fairly and efficiently for all. I am an officer of this Court and recognize the obligation I have to advance the rule of law and preserve and foster the integrity of the legal system. To this end, I commit myself not only to observe the Connecticut Rules of Professional Conduct, but also conduct myself in accordance with the following Principles of Professionalism when dealing with my clients, opposing parties, fellow counsel, self-represented parties, the Courts, and the general public.

### **Civility:**

Civility and courtesy are the hallmarks of professionalism. As such,

- I will be courteous, polite, respectful, and civil, both in oral and in written communications;
- I will refrain from using litigation or any other legal procedure to harass an opposing party;
- I will not impute improper motives to my adversary unless clearly justified by the facts and essential to resolution of the issue;
- I will treat the representation of a client as the client's transaction or dispute and not as a dispute with my adversary;
- I will respond to all communications timely and respectfully and allow my adversary a reasonable time to respond;
- I will avoid making groundless objections in the discovery process and work cooperatively to resolve those that are asserted with merit;
- I will agree to reasonable requests for extensions of time and for waiver of procedural formalities when the legitimate interests of my client will not be adversely affected;
- I will try to consult with my adversary before scheduling depositions, meetings, or hearings, and I will cooperate with her when schedule changes are requested;
- When scheduled meetings, hearings, or depositions have to be canceled, I will notify my adversary and, if appropriate, the Court (or other tribunal) as early as possible and enlist their involvement in rescheduling; and
- I will not serve motions and pleadings at such time or in such manner as will unfairly limit the other party's opportunity to respond.

### **Honesty:**

Honesty and truthfulness are critical to the integrity of the legal profession – they are core values that must be observed at all times and they go hand in hand with my fiduciary duty. As such,

- I will not knowingly make untrue statements of fact or of law to my client, adversary or the Court;
- I will honor my word;
- I will not maintain or assist in maintaining any cause of action or advancing any position that is false or unlawful;

- I will withdraw voluntarily claims, defenses, or arguments when it becomes apparent that they do not have merit or are superfluous;
- I will not file frivolous motions or advance frivolous positions;
- When engaged in a transaction, I will make sure all involved are aware of changes I make to documents and not conceal changes.

**Competency:**

Having the necessary ability, knowledge, and skill to effectively advise and advocate for a client's interests is critical to the lawyer's function in their community. As such,

- I will keep myself current in the areas in which I practice, and, will associate with, or refer my client to, counsel knowledgeable in another field of practice when necessary;
- I will maintain proficiency in those technological advances that are necessary for me to competently represent my clients.
- I will seek mentoring and guidance throughout my career in order to ensure that I act with diligence and competency.

**Responsibility:**

I recognize that my client's interests and the administration of justice in general are best served when I work responsibly, effectively, and cooperatively with those with whom I interact. As such,

- Before dates for hearings or trials are set, or if that is not feasible, immediately after such dates have been set, I will attempt to verify the availability of key participants and witnesses so that I can promptly notify the Court (or other tribunal) and my adversary of any likely problem;
- I will make every effort to agree with my adversary, as early as possible, on a voluntary exchange of information and on a plan for discovery;
- I will attempt to resolve, by agreement, my objections to matters contained in my opponent's pleadings and discovery requests;
- I will be punctual in attending Court hearings, conferences, meetings, and depositions;
- I will refrain from excessive and abusive discovery, and I will comply with all reasonable discovery requests;
- In civil matters, I will stipulate to facts as to which there is no genuine dispute;
- I will refrain from causing unreasonable delays;
- Where consistent with my client's interests, I will communicate with my adversary in an effort to avoid needless controversial litigation and to resolve litigation that has actually commenced;
- While I must consider my client's decision concerning the objectives of the representation, I nevertheless will counsel my client that a willingness to initiate or engage in settlement discussions is consistent with zealous and effective representation.

**Mentoring:**

I owe a duty to the legal profession to counsel less experienced lawyers on the practice of the law and these Principles, and to seek mentoring myself. As such:

- I will exemplify through my behavior and teach through my words the importance of collegiality and ethical and civil behavior;
- I will emphasize the importance of providing clients with a high standard of representation through competency and the exercise of sound judgment;
- I will stress the role of our profession as a public service, to building and fostering the rule of law;
- I will welcome requests for guidance and advice.

**Honor:**

I recognize the honor of the legal profession and will always act in a manner consistent with the respect, courtesy, and weight that it deserves. As such,

- I will be guided by what is best for my client and the interests of justice, not what advances my own financial interests;
- I will be a vigorous and zealous advocate on behalf of my client, but I recognize that, as an officer of the Court, excessive zeal may be detrimental to the interests of a properly functioning system of justice;
- I will remember that, in addition to commitment to my client's cause, my responsibilities as a lawyer include a devotion to the public good;
- I will, as a member of a self-regulating profession, report violations of the Rules of Professional Conduct as required by those rules;
- I will protect the image of the legal profession in my daily activities and in the ways I communicate with the public;
- I will be mindful that the law is a learned profession and that among its desirable goals are devotion to public service, improvement of administration of justice, and the contribution of uncompensated time and civic influence on behalf of those persons who cannot afford adequate legal assistance; and
- I will support and advocate for fair and equal treatment under the law for all persons, regardless of race, color, ancestry, sex, pregnancy, religion, national origin, ethnicity, disability, status as a veteran, age, gender identity, gender expression or marital status, sexual orientation, or creed and will always conduct myself in such a way as to promote equality and justice for all.

Nothing in these Principles shall supersede, supplement, or in any way amend the Rules of Professional Conduct, alter existing standards of conduct against which a lawyer's conduct might be judged, or become a basis for the imposition of any civil, criminal, or professional liability.

# Understanding Connecticut Paid Leave



## Connecticut Paid Leave

**Presenter: Andrea Barton Reeves  
Erin Choquette  
Date: December 4, 2020  
Organization: CT Bar Association**



# About Your Presenter



**Andrea Barton Reeves, Inaugural  
CEO of the Paid Family and Medical  
Leave Insurance Authority (PFMLIA)**

*The Authority's Board of Directors consist of 15 members, including designees of the State Treasurer, State Comptroller, and several state agency commissioners, and appointees of legislative leaders and the Governor.*

***Appointed by Governor Lamont on January 23, 2020 began serving in this capacity on March 2, 2020.***

*Prior to this appointment, served as president and CEO of HARC, Inc — a large not-for-profit provider of services for people with intellectual and related disabilities and families. Also served as the organization's vice president of administration and in-house counsel.*

*Prior to joining HARC, Inc., served as the director of program operations at Lawyers for Children America, Inc., and in the insurance industry at Chubb.*

***Appointed positions:***

- Immediate Past President of the Connecticut Bar Foundation*
- Former Board chair of Village for Families and Children*
- Former Board member of Connecticut Community Nonprofit Alliance*
- Current Vice-Chair, Board of the YWCA, Hartford Region*
- Board Member of Leadership Greater Hartford*

***Recognitions include:***

- Hartford Business Journal's 'Forty Under Forty, and Five New Leaders to Watch'*
- 100 Women of Color - Class of 2020*

***Education:***

- Bachelor of Arts, English, Rutgers University*
- Juris Doctor, New York Law School*



**Erin O'Brien Choquette**  
**General Counsel**  
**CT Paid Leave Authority**

- *Prior to joining the Paid Leave Authority, worked at the Department of Administrative Services for 14 years, most recently directing the agency's legislative and general legal functions.*
- *Trusted advisor to seven Commissioners of the Department of Administrative Services*
- *Over 20 years' experience in handling discrimination claims before the Connecticut Commission on Human Rights and Opportunities (CHRO) and the state and federal courts as well as other employment-related causes of action, such as wrongful discharge, breach of non-solicitation agreements, and defamation.*
- *Co-authored the Family and Medical Leave Entitlements Manual, an extensive and detailed guide to understanding and administering federal and state family and medical leave laws.*
- *Frequent presenter of management training and sexual harassment prevention workshops.*
- *Recognized expert in employment-related issues in State of Connecticut governmental agencies*
- *College of the Holy Cross, B.A. in cursu honoris cum laude*
- *Columbia Law School – Harlan Fiske Stone Scholar*

# Agenda

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About the CT Paid Leave Authority

Eligibility & Qualifying Reasons for Leave

Private Plans

The CT Paid Leave Site & Registering A Business

Additional Resources

Questions and Answers



# About the CT Paid Leave Authority

# About the CT Paid Leave Authority

The CT Paid Leave Authority serves a growing need in providing financial relief to Connecticut families, allowing individuals to care for a loved one or themselves without having to worry about lost income.

## OUR MISSION

- To provide Connecticut's workforce pathways to accessible paid family leave benefits; and
- To empower employers, administrators and healthcare providers by offering helpful tools for understanding their vital roles and provide support to navigate our program.

# Responsibilities of the CT Paid Leave Authority



Outreach & Engagement



Develop the policies and procedures  
needed to run the CT Paid Leave Program



Establish the contribution rate & receive  
contributions



Approve and audit private plans



Administer claims for paid leave benefits

# Key Dates

**ctpaidleave.org is launched;** the website for the Paid Family and Medical Leave Authority



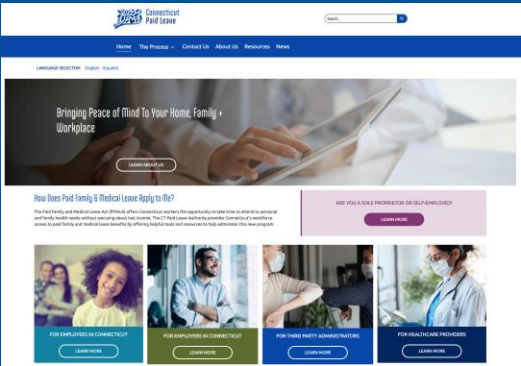
**November 23, 2020**

**Employers begin deducting contributions from employee wages (1/2 of one percent);** Sole proprietors and self-employed may also make contributions.



**January 1, 2022**

**September 4, 2020**



**Employer registration begins;** Sole proprietors and self-employed may also register.

**January 1, 2021**



**Employees, sole proprietors and self-employed individuals can submit applications;** begin receiving benefits for qualifying life events.



# Eligibility & Qualifying Reasons for Leave

# Qualifying Reasons for Leave

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- Create or expand your family: the birth of a child, or placement of a child with your family for adoption or foster care
- Care for your own serious health condition
- Care for a family member with a serious health condition
- Serve as an organ or bone marrow donor
- Pregnancy, up to 14 weeks of leave due to incapacity during pregnancy
- Special leave to care for a family member in the military
- Qualifying Exigency leave for when a family member is called to overseas active duty
- Family violence leave

# Connecticut Paid Leave Eligibility

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## *Who is covered?*

- Employers of one or more people
- Sole proprietors\*
- Self-employed individuals\*



## *Who is not covered?*

- Federal government
- Employees of the State of Connecticut, except for "covered public employees" as defined by the statute
- Municipalities, unless they have "covered public employees"
- Local or regional boards of education, unless they have "covered public employees"
- Non-public elementary or secondary schools

*\*Sole proprietors and self-employed individuals must stay in the plan for a minimum of three years.*

# Eligibility and Duration of Paid Leave Benefits

Eligibility	Duration
Earned at least \$2,325 in the highest earning quarter of the first 4 of the past 5 quarters (from one or more employers) AND Currently employed and working in CT OR	Up to 12 weeks in a 12-month period for all leave reasons including military caregiver leave <i>except:</i>
Employed and working in CT during the past 12 weeks OR	Up to 12 days per calendar year for family violence leave
Self-employed or sole proprietor who opted to participate in the plan	An additional 2 weeks of leave for incapacity due to pregnancy

# Decision-Matrix When Employee Requests Leave

**Every time** an employee asks for time off from work for a potentially FMLA-qualifying reason, the employer must conduct the following analysis:

Is the employee eligible for job-protected leave under one or more statutes?

Is the employee eligible for any income replacement while on leave?



**Both** questions must be addressed every time





## Eligibility for Job-Protected Leave

- An employee can be eligible for:
  - Federal FMLA only
  - State FMLA only
  - Both Federal and State FMLA (running concurrently)
  - Neither Federal nor State FMLA but job-protected leave as a reasonable accommodation
  - No job-protected leave at all



## Eligibility for Job-Protected Leave Under State Leave Effective 1/1/2022



Connecticut  
Paid Leave

- The employer has 1+ employees
- The employee has worked for the employer for at least 3 months
- The reason for leave is covered by state FMLA
- The employee has not already used the entire leave entitlement (12 weeks in a 12-month period), with 2 additional weeks for pregnancy-related disability
- Also consider whether the employee eligible for other job-protected leave (ADA, CFEPa, PDA)



## Consider other types of Job-Protected Leave



Connecticut  
Paid Leave

- Is the employee eligible for **federal FMLA** leave?
  - The employer has 50+ employees
  - The employee has worked for the employer for at least 1 year and for at least 1250 hours in the 12 months immediately preceding leave
  - The reason for leave is covered by federal FMLA
  - The employee has not already used the entire leave entitlement (12 weeks in a 12-month period)
- Is the employee eligible for other job-protected leave (ADA, CFEP, PDA)?
- Workers' Compensation (cannot be collected while receiving paid leave benefits in 2022)



# Eligibility for Job-Protected Leave



Connecticut  
Paid Leave

- **Important things Employers need to know:**
  - The employer notifies the employee whether they qualify for leave and if they can use their accrued time to cover the leave.
  - The employer notifies the employee whether he/she will be required to use some of their leave accruals. **Remember – as of 1/1/2022, an employee is entitled to keep up to two weeks of their accrued vacation time.**
  - Informs the employee that he/she may wish to contact the Paid Leave Authority to apply for paid leave benefits.\*
  - An employee may be eligible to receive benefits from the Paid Leave Authority even if the employee is not eligible for job-protected leave.

\*If the employer has a Paid Leave Authority-approved private plan, then the employer must determine if the employee is eligible for benefits under that plan.



## Income Replacement

- An employee can receive paid leave benefits from the CT Paid Leave Authority concurrently with employer-provided income replacement provided that the total amount does not exceed 100% of the employee's regular wages.
- An employer can require an employee to utilize employer provided paid time off while taking federal or state FMLA leave; however, **the employer must allow the employee to retain at least two weeks of vacation accruals (or equivalent PTO).**
- Generally, short-term and long-term disability insurance policies dictate that state-provided paid leave benefits must be utilized before an employee can qualify for benefits under the STD or LTD policies.

# Integrating CT Paid Leave Law with Current Benefits

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- Employers can still offer short-term disability, long-term disability, current health care and other benefits.
- Employees may choose or **the employer may require** the employee to use accrued paid vacation leave, personal leave or family leave for any part of the 12 to 14 weeks of leave.



# Spouses who work for the same employer

<b>Under federal FMLA</b>	The spouses are required to share their 12-week job-protected leave entitlement if the reason for leave is: <ul style="list-style-type: none"><li>• To bond with a newborn child/newly adopted child/newly placed foster child or</li><li>• To care for a parent with a serious health condition</li></ul>
<b>Under state FMLA</b>	The spouses are required to share their 12-week job-protected leave entitlement if the reason for leave is: <ul style="list-style-type: none"><li>• To bond with a newborn child/newly adopted child/newly placed foster child or</li><li>• To care for a family member with a serious health condition</li></ul>
<b>Under CTPL Law</b>	The spouses are <u>NOT</u> required to share their 12-week paid leave benefit entitlement for any reason



# Private Plans



# The Private Plan Option...

- Must offer the same or better benefits as the public plan
- Cannot cost employees more than the public plan contribution -- must be limited to one-half of one percent
- Must demonstrate the ability to administer claims and benefits
- Must hold a vote to seek employee approval of the private plan option – must be a majority vote of all eligible employees who work in Connecticut
- The CT Paid Leave Authority must approve the plan

# Private Plans offered through an Insurer

## Attest

- Register with the CTPL and include your organization's intent to offer a private plan.
- When notified by email, return to the CTPL website to enter your plan and proof of voting; also affirm that your Plan complies with all CTPL requirements.
- The Employer must have sufficient resources to provide adequate benefits.

## Obtain

- An approved Declaration Document from your insurer; AND
- Create a "plain language guide" for distribution to your employees, using the template provided by CTPL.

## Provide

- For the vote, provide your employees a copy of the plain language guide and the Declaration Document.
- After the vote, provide the CTPL with three things: (1) proof of majority vote approval by **total** employees working in CT (50%+1); (2) a copy of the Declaration; and (3) a copy of the plain language guide.

# Self-Insured Plans

## Attest

- Through the CTPL registration portal, the employer notes its intent to offer a private plan through self-insured coverage
- Plan must comply with all CTPL requirements
- Employer must demonstrate that it has sufficient resources to pay benefits to eligible employees

## Prepare

- Self-Insurance Declaration Document from CTPL (found on the CT Paid Leave and the Department of Administrative Services sites)
- The "plain language guide" for employees

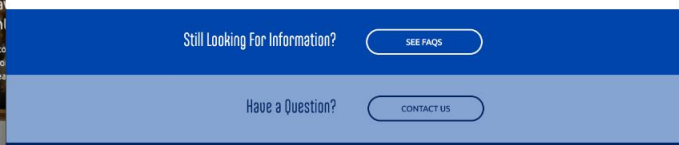
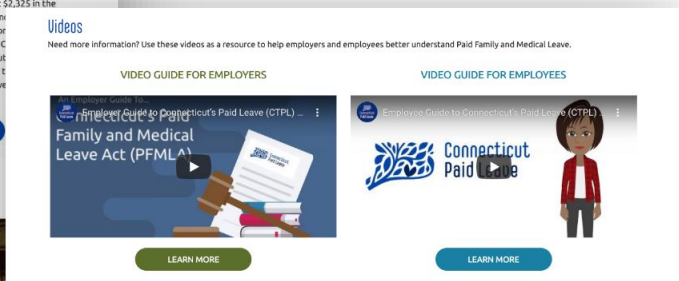
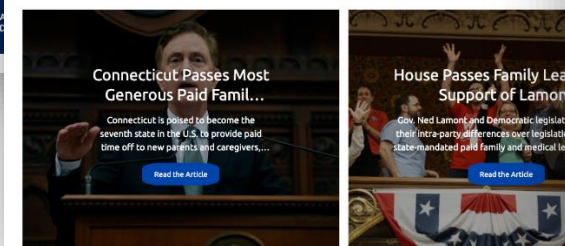
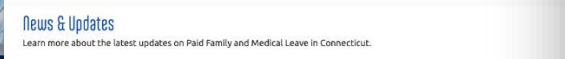
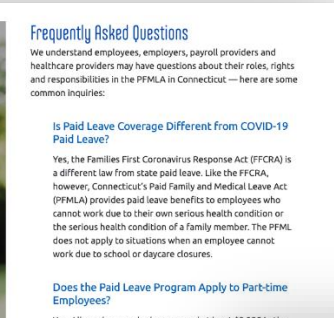
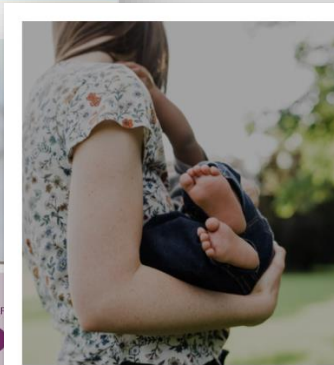
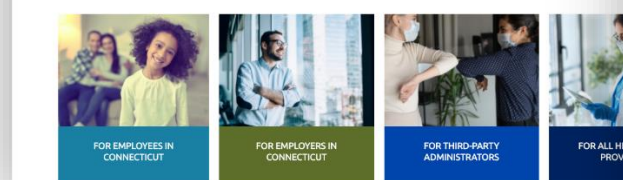
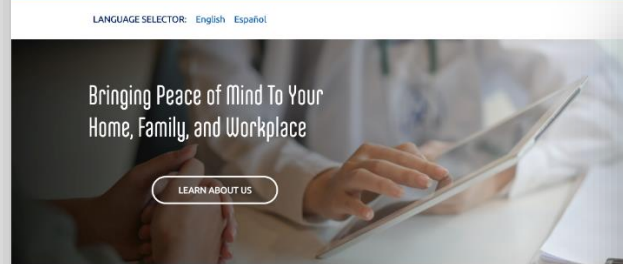
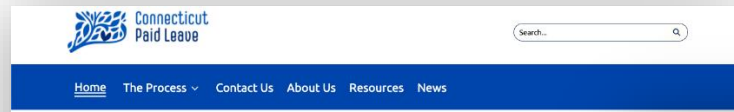
## Provide

- Upload to the CTPL website:
- Surety Bond running to CTPL Trust Fund equal to yearly contributions
- The final plain language guide offered to all employees
- Proof of majority vote approval by all employees working in Connecticut - **total** employees (50%+1)

A decorative background element consisting of a stylized, repeating pattern of leaves and branches in various shades of blue, located in the upper half of the page.

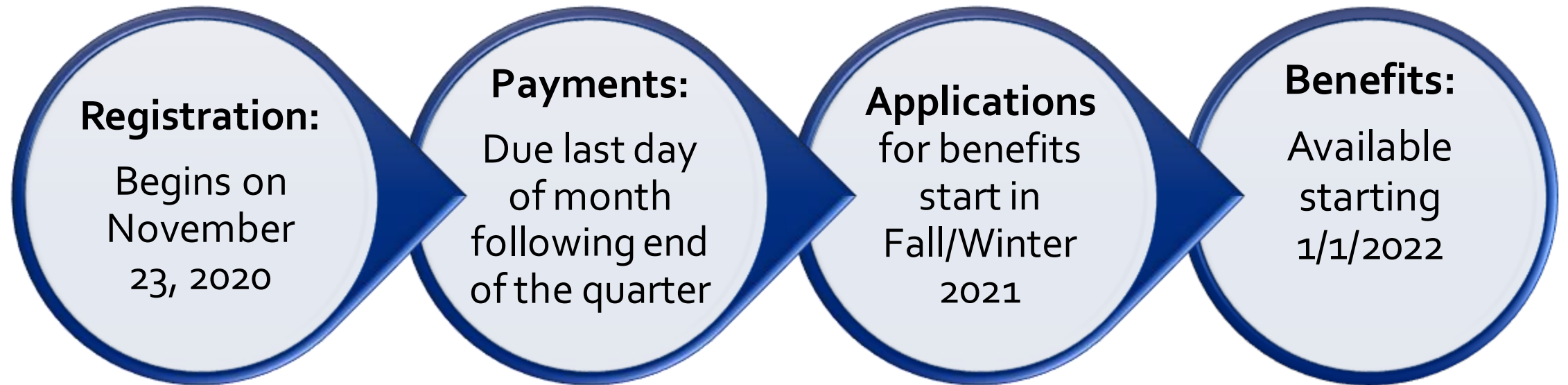
# The CT Paid Leave Site & Registering A Business

# CTPaidLeave.org launched on September 4, 2020

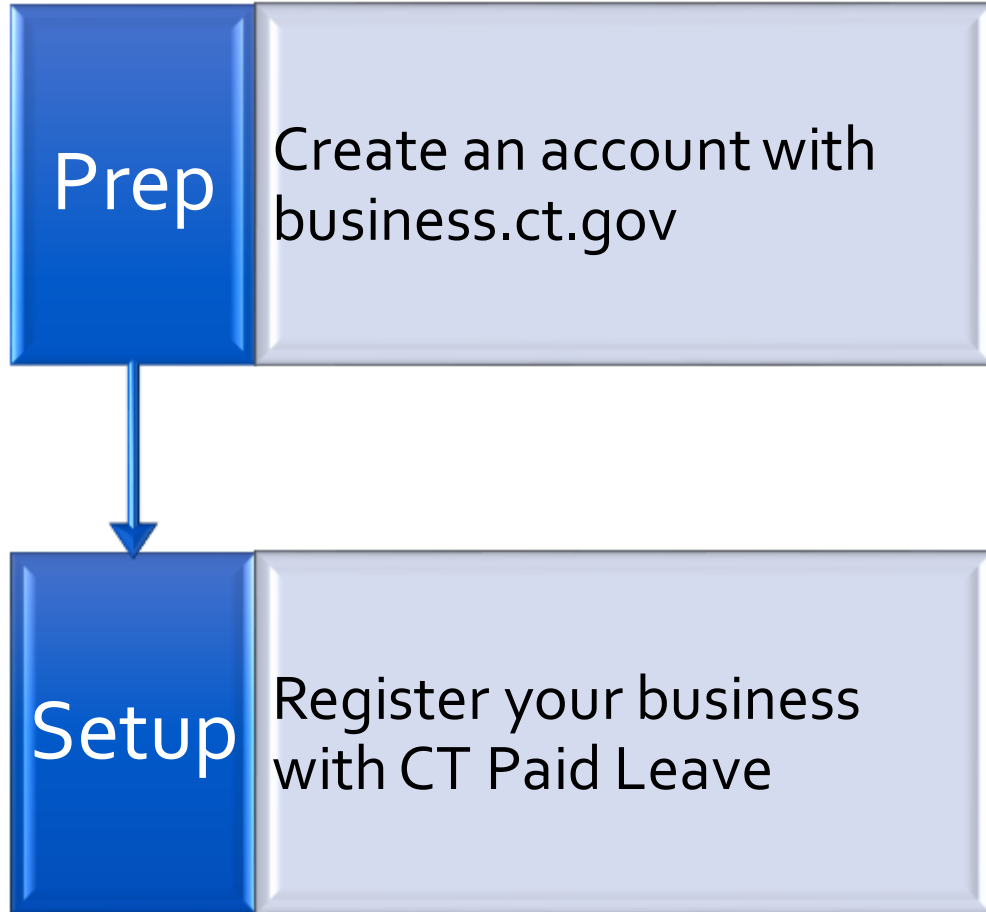


# Timeline

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# Getting Started



**Ct.gov**

Sign up

First name  Last name


Username

Email address

Confirm email address

Password  Confirm password

- Must have 9+ characters
- Must have 1 capital letter
- Must have 1 number
- Must have 1 lower case letter
- Maximum 64 characters allowed
- Must have 1 special character


I'm not a robot 

**SIGN UP**

Already have an account? [Log in](#)

# Step 1

Enter Your  
Contact  
Information

[Return to Website](#) 

### Account Registration

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5

**Step 1: Enter Your Contact Information**  
Please enter your individual business contact information below:

\* First Name  
Jen

Middle Name

\* Last Name  
Feldman

\* Business Street Address 1  
100 Jewel Street

Business Street Address 2

Business Street Address 3

\* City  
Hartford

\* State  
CT

\* City  
Hartford

\* State  
CT

\* Postal Code  
06161

Please verify and/or update your information below:

\* Primary Business Contact Email Address:  
jennifer.feldman@slalom.com


\* Primary Business Contact Phone Number:  
7816643366

Please select the following:

\* I am a  
Employer / Company Administrator


\* Role / Title  
Payroll Coordinator

[Save And Finish Later](#) [Next](#)

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# Step 2

## Register Your Account

[Return to Website](#) 

### Account Registration

STEP 1 ✓ STEP 2 STEP 3 STEP 4 STEP 5

**Step 2: Connect Your Account With A Business**  
Please enter the following information:

\* FEIN Number

Your business has not been registered with the CT Paid Leave Authority yet. Please continue the registration process.

\* Business Name

DBA (if different from business name)

\* Business Primary Location Address 1

Business Primary Location Address 2

Business Primary Location Address 3

\* Location City

\* Location State

\* Location Postal Code

\* Is your business mailing address different from your business location?  
 Yes  
 No

\* Business Mailing Address 1

Business Mailing Address 2

Business Mailing Address 3

\* Mailing City

\* Mailing State

\* Mailing Postal Code

If known, please provide the following information:

State Tax ID

CT Secretary of the State Business ID Number


Department of Labor Registration Number

If you have an additional contact where you would like to receive information regarding the program, please enter it below:

Business Email Address:

Business Phone Number:

[Previous Step](#) [Save And Finish Later](#) [Next](#)

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# Step 3

Provide  
Additional  
Business  
Information

The screenshot shows the 'Account Registration' page for Connecticut Paid Leave, specifically Step 3: 'Enter Additional Business Information'. The page has a blue header with the logo and 'Connecticut Paid Leave'. Below the header is a progress bar with three steps: Step 1 (checked), Step 2 (checked), and Step 3 (active). The main content area contains two identical sets of form fields. Each set includes: a 'Business Type' dropdown menu; a text box for 'Describe Your Primary Business Activity'; a 'NAICS Code' input field; a 'Number of Connecticut Employees' dropdown menu; a 'Total Annual Payroll for Connecticut Employees' dropdown menu; another 'Describe Your Primary Business Activity' text box; another 'NAICS Code' input field; another 'Number of Connecticut Employees' dropdown menu; another 'Total Annual Payroll for Connecticut Employees' dropdown menu; a 'Payroll Frequency' dropdown menu; a radio button selection for 'Do you want to apply for an exemption from the program?' (with 'No' selected); and a final dropdown menu for 'How will your business remit payments on behalf of employees?'. At the bottom of the form are three buttons: 'Previous Step', 'Save And Finish Later', and 'Next'. The footer contains the CTPL logo and the copyright notice '© Copyright 2020 Connecticut PFMLIA'.

# Step 4

## Add Additional Users

Return to Website

Connecticut Paid Leave

Account Registration

STEP 4

STEP 5

**Step 4: Add Additional Users (Optional)**  
You may add up to three (3) additional users at this time.  
You will also have the option to add additional users once registration is complete.

\* Do you want to add additional users to your account now?  
 Yes  
 No

Person 1

\* First Name

\* Last Name

\* Role / Title  
Select Your Response...

\* Business Email Address:  
you@example.com

Add Another Person  Active

Person 2

\* First Name

\* Last Name

\* Role / Title  
Select Your Response...

\* Business Email Address:  
you@example.com

Add Another Person  Inactive

Previous Step Save And Finish Later Next

CTPL © Copyright 2020 Connecticut PFMLIA

# You're All Set!

Receive Your  
Confirmation  
and Registration  
Number

The screenshot shows a web page for Connecticut Paid Leave account registration. At the top left is a 'Return to Website' link with a back arrow icon. Next to it is the Connecticut Paid Leave logo. Below this is a blue header bar with the text 'Account Registration'. The main content area is enclosed in a blue border and contains the following text: 'Thank You For Registering!', 'YOUR REGISTRATION NUMBER IS #00000000', and a paragraph of smaller text: 'You will receive an email with your registration number. Please save this for your records. If you added any additional users they will receive an email prompting them to register. When quarterly payments are due, you will use this account to remit payment. For information on the CT Paid Leave program please visit ctpaidleave.org'. There are two buttons: 'Navigate to Home' and 'Add Another Business'. At the bottom right of the main content area is a 'Finish' button. The footer contains the CTPL logo on the left and '© Copyright 2020 Connecticut PFMLIA' on the right.



## Additional Resources

# CT Paid Leave Information Resources

**Connecticut Paid Leave**  
EMPLOYEE UPDATE  
11.1.2020

For covered employees in the State of Connecticut, the Connecticut Paid Leave program offers the opportunity to take time to take care of personal and family health needs without worrying about lost income while you are away from work.

**Key Dates**

**JANUARY 1, 2021:** Employer to begin withholding employee contributions (one-half of one percent of each paycheck, (0.5%), to the CT Paid Leave (CTPL) Authority trust fund.

**JANUARY 1, 2022:** Covered employees become eligible for paid leave benefits.

**Employee Eligibility**

All employees\* with one or more employees are covered under the CTPL program.

Covered employees are eligible for CTPL program benefits if they:

- Earned wages of at least \$2,225\*\* in the highest quarter in the first four of the most recently completed quarters; and
- Are currently employed OR have been employed within the last 12 weeks.

\*Unpaid employees of the State of Connecticut and employees of the federal government, municipalities, local or regional boards of education, or non-public elementary or secondary schools may not be covered, with some exceptions.

\*\*Wages may include salary or hourly pay, vacation pay, holiday pay, sick commissions, severance pay and the cash value of any "401(k)" payments.

**Benefit Rates**

Benefit rates\* will be equal to 95% of an employee's average weekly wages if the wages are less than or equal to the CT minimum wage multiplied by 40. If wages exceed the CT minimum wage multiplied by 40, the employee's benefit rate will be 95% of the employee's average weekly wages up to the CT minimum wage multiplied by 40 PLUS 60% of the amount the average weekly wage exceeds the CT minimum wage multiplied by 40. The benefit rate is capped at 40 times the CT minimum wage.

The benefit rate is capped at 60 times the CT minimum wage.

For reference:

- CT minimum wage multiplied by 40 will be equal to \$250 weekly in January 2022, increasing to \$550 on July 1, 2022, and \$900 on June 1, 2023.
- CT minimum wage multiplied by 60 will be equal to \$750 weekly in January 2022, increasing to \$940 on July 1, 2022, and \$900 on June 1, 2023.

\*The Paid Family and Medical Leave Act stipulates benefit rates may be reduced if revenue is insufficient.

For the information needed to calculate, please contact the Connecticut Department of Labor at 860-396-3600 or connecticutlabor.com/ctpl. CT 860-396-3600.

For updates on the CT Paid Leave program, please visit the Paid Family and Medical Leave Insurance Authority website at [www.ctpaidleave.org](http://www.ctpaidleave.org).

**Connecticut Paid Leave**  
for employees

**Bringing Peace of Mind to Your Home, Family, and Workplace**

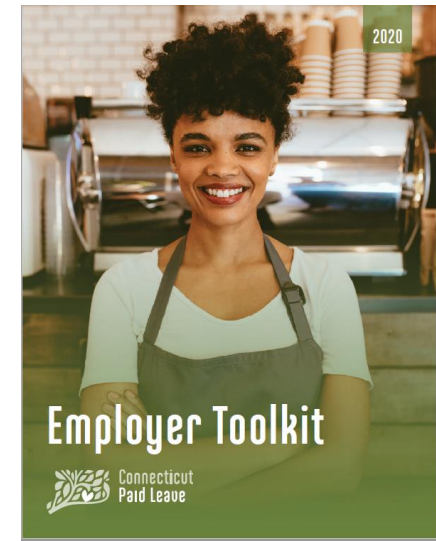
The Paid Family and Medical Leave Act (PFMLA) offers Connecticut workers the opportunity to take time to attend to personal and family health needs without worrying about lost income.

The funding to support the CT Paid Leave (CTPL) program comes in the form of employee payroll deductions of one-half of one percent (0.5%). **These payroll deductions begin January 1, 2021.**

Covered employees become eligible for paid leave benefits **beginning January 1, 2022.**

**Covered employees qualify for up to 12 weeks of paid leave benefits for the following reasons:**

- Starting or expanding a family. For incapacity during pregnancy, two (2) additional weeks may apply.
- Personal or family health needs.
- Victims of family violence for relocation, court proceedings, support services, and professional care.
- To care for a family member who is injured while on active duty or to address specific issues relating to a family member's call to active duty or active duty in the armed forces.



## Employer Toolkit

On January 1, 2021, you will notice a change in your paycheck

The funding to support the CT Paid Leave program will come in the form of employee payroll deductions beginning January 1, 2021. The most you will contribute is up to one-half of one percent (0.5%) of your total wages, up to the Social Security wage contribution rate that is set by the federal government.

To estimate how much of your pre-tax pay will be deducted every pay period to support CT Paid Leave, use the contribution estimator found at [ctpaidleave.org](http://ctpaidleave.org) or use your smart phone/QR code reader to scan the QR code provided and scroll to the bottom of the page.

Your payroll contribution will be pooled into a single trust managed by the State Treasurer. This trust will be used for distributing family and medical leave compensation to covered employees, paying the costs of the authority, educating and informing the public about the program and paying the costs of administering the trust. Paid leave benefits begin January 1, 2022.

Connecticut Paid Leave

Keep up to date with @CTPaidLeave

**Guide for Employees**

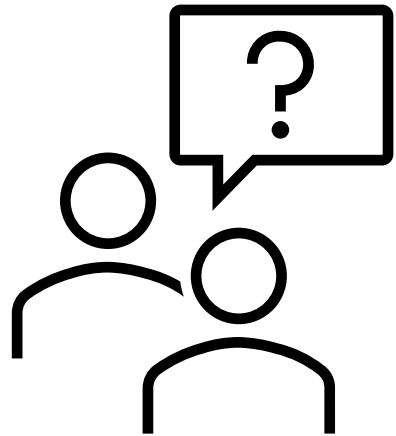
<b>Participation?</b>	<p><b>Beginning January 1, 2021:</b></p> <ul style="list-style-type: none"> <li>• You employee must participate in the CT Paid Leave Program if they have any active, enterprise or business in CT with one or more employees (including non-united state employees).</li> <li>• As an employee, you must participate in the Paid Leave Program unless you are specifically excluded from it. See the "Excluded from participation" section of this guide.</li> <li>• CT residents who are sole proprietors or self-employed can choose to opt-in.</li> </ul>
<b>Who is Excluded From Participating?</b>	<ul style="list-style-type: none"> <li>• Employees of the federal government.</li> <li>• State and municipally employees who are members of a union (unions can bargain to be included in the program).</li> <li>• Employees of local and regional members of Boards of education.</li> <li>• Non-public elementary and secondary school employees.</li> </ul>
<b>Is Paid Leave Considered Protected Leave?</b>	<ul style="list-style-type: none"> <li>• The CT Paid Leave Authority by only offers payment for qualifying events but does NOT offer job protection to employees taking leave.</li> <li>• Only employees can determine, in communication with the employer, whether the leave taken is subject to job protection.</li> <li>• Federal and state Family &amp; Medical Leave Acts describe the rules for job-protected leave and are NOT paid leave laws.</li> </ul>
<b>What are the Qualifying Events?</b>	<ul style="list-style-type: none"> <li>• Upon the birth of a son or daughter of the employee.</li> <li>• Upon the placement of a son or daughter with the employee for adoption or foster care.</li> <li>• To care for a family member of the employee if such family member has a serious health condition.</li> <li>• Because of a serious health condition of the employee.</li> <li>• To serve as an organ or bone marrow donor.</li> <li>• If an employee is experiencing family violence.</li> </ul>
<b>Military Specific</b>	<ul style="list-style-type: none"> <li>• For any qualifying event, arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty, or has been notified of an impending call or order to active duty, in the armed forces.</li> <li>• To care for a military family member who is injured during active duty.</li> </ul>
<b>What Makes You Eligible to Receive Benefits?</b>	<ul style="list-style-type: none"> <li>• \$2,225 in wages in the first four of the most recently completed quarters, and</li> <li>• Is in one of the following categories:             <ul style="list-style-type: none"> <li>• Currently employed and working in CT.</li> <li>• Currently unemployed but had been employed and working in CT in the past 12 weeks.</li> <li>• A Sole Proprietor or Self-employed individual, and a resident of CT who chooses to participate - they must remain in the program for three years.</li> </ul> </li> </ul>
<b>Employee Contribution Amounts</b>	<p>Beginning January 1, 2021:</p> <ul style="list-style-type: none"> <li>• Employees will have contributions of 1/2 of 1% of their wages deducted for each pay period. Deductions are made from wages up to the defined Social Security wage base (using the same calculation for determining total wages as are used to calculate FICA) and done through payroll deductions, to coincide with each paycheck.</li> </ul> <p>Total wages for an employee includes the gross amount (before employer 401(k) salary or hourly wages, vacation pay, holiday pay, sick pay, commissions, severance pay, etc.).</p>

## Employee Fact Sheet

[Employee Rights Poster – Color](#)  
[Employee Rights Poster – B&W](#)

[Employee Rack Card – Color](#)  
[Employee Rack card – B&W](#)

[Paycheck Mailer – Color](#)  
[Paycheck Mailer – B&W](#)



# We're Here For You!

- How to Reach Us
  - [Contact Us](#) portal
  - [support@ctpaidleave.org](mailto:support@ctpaidleave.org)
- Helpful Resources
  - [Frequently Asked Questions](#)
  - [Helpful Videos](#)



# Thank you!

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