

Since 1983



1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 460-6308
Fax (757) 457-9345

CONNECTICUT EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Electronic Monitoring Poster
2. Minimum Wage Orders
3. Unemployment Poster
4. Sexual Harassment
5. Discrimination
6. Workers Compensation Notice
7. Managed Care
8. Pregnancy Discrimination
9. Domestic Violence Resources
10. Paid Sick Leave
11. Paid Family Leave

If you have any questions, please contact your supervisor.

Thanks,
Human Resources

NOTICE

TO THE EMPLOYEES OF

In accordance with §31-48d of the Connecticut General Statutes, this will serve as notice that this employer may engage in the following types of Electronic Monitoring of employees' activities or communications;

- Telephone
- Camera (including hidden cameras)
- Computer
- Radio
- Wire
- Electromagnetic
- Photoelectronic
- Photo-optical
- Other _____

If you have any questions regarding this notice,

contact MANCON Human Resources
(Company Representative)
for additional information.

These Administrative Regulations must be posted and maintained wherever workers covered by this Act are employed.

CONNECTICUT DEPARTMENT OF LABOR

WAGE AND WORKPLACE STANDARDS DIVISION

Sec. 31-60-1. Piece rates in relation to time rates or incentive pay plans, including commissions and bonuses.

(a) Definitions. For the purposes of this regulation, "piece rates" means an established rate per unit of work performed without regard to time required for such accomplishment. "Commissions" means any premium or incentive compensation for business transacted whether based on per centum of total valuation or specific rate per unit of accomplishment. "Incentive plan" means any method of compensation, including, without limitation thereto, commissions, piece rate, bonuses, etc., based upon the amount of results produced, where the payment is in accordance with a fixed plan by which the employee becomes entitled to the compensation upon fulfillment of the conditions established as part of the working agreement, but shall be subject to the limitation hereinafter set forth.

(b) Record of wages. Each employer shall maintain records of wages paid to each employee who is compensated for his services in accordance with an incentive plan in such form as to enable such compensation to be translated readily into terms of average hourly rate on a weekly basis for each work week or part thereof of employment.

(c) Piece rates in relation to time rates. (1) When an employee is compensated solely at piece rates he shall be paid a sufficient amount at piece rates to yield an average rate of at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked. (2) When an employee is compensated at piece rates for certain hours of work in a week and at an hourly rate for other hours, the employee's hourly rate shall be at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes and his earnings from piece rates shall average at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked. (3) When an employee is employed at a combination of hourly rate and piece rate for the same hours of work (i.e., an incentive pay plan superimposed upon an hourly rate or a piece rate coupled with a minimum hourly guarantee), the employee shall receive an average rate of at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked.

Sec. 31-60-3. Deductions and allowances for reasonable value of board and lodging was repealed.

Sec. 31-60-4. Physically or mentally handicapped employees.

[This regulation defines a "physically or mentally handicapped person" as a person whose earning capacity is impaired by age or physical or mental deficiency or injury and provides guidelines for a modification of the minimum wage.]

Sec. 31-60-6. Minors under the age of 18.

(a) For the purposes of this regulation, "minor" means a person at least 16 years of age but not over 18 years of age. To prevent curtailment of employment opportunities for minors, and to provide a reasonable period during which training for adjustment to employment conditions may be accomplished, a minor may be employed at a modification of the minimum fair wage established by subsection (j) of section 31-58 of the general statutes, but at not less than 85% of the minimum wage, for the first 200 hours of employment. When a minor has had an aggregate of two hundred hours of employment, he may not be employed by the same or any other employer at less than the minimum fair wage.*

***This subsection is amended by P.A. 19-4, An Act Increasing the Minimum Fair Wage. CGS Sec. 31-58(j)(5).** The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment (7 or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner.

(b) In addition to the records required by section 31-66 of the 1969 supplement to the general statutes, each employer shall obtain from each minor to be employed at a modification of the minimum fair wage rate as herein provided, a statement of his employment prior to his date of accession with his present employer. Such statement of prior employment, supplemented by the present employer's record of hours worked by the minor while in his employ, will be deemed satisfactory evidence of good faith on the part of the employer with respect to his adherence to the provisions of this regulation, provided such record shall be in complete compliance with the requirements of section 31-66 of the general statutes and section 31-60-12.

(c) Deviation from the provisions of this regulation will cancel the modification of the minimum fair wage herein provided for all hours during which the violation prevailed and for such time the minimum wage shall be paid.

Sec. 31-60-7. Learners.

[This regulation contains the requirements to apply to the Labor Commissioner for a subminimum rate in an occupation which is not apprenticeable.]

Sec. 31-60-8. Apprentices.

[Under this regulation, apprentices duly registered by the Connecticut State Apprenticeship Council of the Labor Department may not be employed at less than the minimum wage unless permission has been received from the Labor Commissioner through an application process.]

Sec. 31-60-9. Apparel

For the purpose of this regulation, "apparel" means uniforms or other clothing supplied by the employer for use in the course of employment but does not include articles of clothing purchased by the employee or clothing usually required for health, comfort or convenience of the employee. An allowance (deduction) not to exceed \$1.50 per week or the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of it not specifically required by his employer to be subject to call but is contacted by his employer or on the employer's authorization directly or indirectly and assigned to duty, working time shall begin when the employee is notified of his assignment and shall end when the employee has completed his assignment.

Sec. 31-60-10. Travel time.

(a) For the purpose of this regulation, "travel time" means that time during which a worker is required or permitted to travel for purposes incidental to "a performance of his employment but does not include time spent traveling from home to his usual place of employment or return to home, except as hereinafter provided in this regulation.

(b) When an employee, in the course of his employment, is required or permitted to travel for purposes which inure to the benefit of the employer, such travel time shall be considered to be working time and shall be paid for as such. Expenses directly

incidental to and resulting from such travel shall be paid for by the employer when payment made by the employee would bring the employee's earnings below the minimum fair wage.

(c) When an employee is required to report to other than his usual place of employment at the beginning of his work day, if such an assignment involves travel time on the part of the employee in excess of that ordinarily required to travel from his home to his usual place of employment, such additional travel time shall be considered to be working time and shall be paid for as such.

(d) When at the end of a work day a work assignment at other than his usual place of employment involves, on the part of the employee, travel time in excess of that ordinarily required to travel from his usual place of employment to his home, such additional travel time shall be considered to be working time and shall be paid for as such.

Sec. 31-60-11. Hours worked.

(a) For the purpose of this regulation, "hours worked" include all time during which an employee is required by the employer to be on the employer's premises or to be on duty, or to be at the prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so, provided time allowed for meals shall be excluded unless the employee is required or permitted to work. Such time includes, but shall not be limited to, the time when an employee is required to wait on the premises while no work is provided by the employer. Working time in every instance shall be computed to the nearest unit of 15 minutes.

(b) All time during which an employee is required to be on call for emergency service at a location designated by the employer shall be considered to be working time and shall be paid for as such, whether or not the employee is actually called upon to work.

(c) When an employee is subject to call for emergency service but is not required to be at a location designated by the employer but is simply required to keep the employer informed as to the location at which he may be contacted, or when an employee is not specifically required by his employer to be subject to call but is contacted by his employer or on the employer's authorization directly or indirectly and assigned to duty, working time shall begin when the employee is notified of his assignment and shall end when the employee has completed his assignment.

Sec. 31-60-12. Records.

(a) For the purpose of this regulation, "true and accurate records" means accurate legible records for each employee showing:

- (1) His name;
- (2) his home address;
- (3) the occupation in which he is employed; the total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of 15 minutes;
- (5) his total hourly, daily or weekly basic wage;
- (6) his overtime wage as a separate item from his basic wage;
- (7) additions to or deductions from his wages each pay period;
- (8) his total wages paid each pay period;
- (9) such other records as are stipulated in accordance with sections 31-60-1 through 31-60-16;
- (10) working certificates for minor employees (sixteen to eighteen years). True and accurate records shall be maintained and retained at the place of employment for a period of 3 years for each employee.

(b) The labor commissioner may authorize the maintenance of wage records and the retention of both wage and hour records as outlined either in whole or in part at a place other than the place of employment when it is demonstrated that the retention of such records at the place of employment either

- (1) works an undue hardship on the employer without materially benefiting the inspection procedures of the labor department, or
- (2) is not practical for enforcement purposes. Where permission is granted to maintain wage records at other than the place of employment, a record of total daily and weekly hours worked by each employee shall also be available for inspection in connection with such wage records.

(c) In the case of an employee who spends 75% or more of his working time away from his employer's place of business and the maintaining of time records showing the beginning and ending time of each work period for such employee either imposes an undue hardship upon the employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record keeping requirements of this section. However, in such cases, the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used as the basis for payroll records.

(d) The employer shall maintain and retain for a period of 3 years the following information and data on each individual employed in a bona fide executive, administrative or professional capacity.

- (1) His name;
- (2) his home address;
- (3) the occupation in which he is employed;
- (4) his total wages paid each work period;
- (5) the date of payment and the pay period covered by payment.

Sec. 31-60-14. Employee in a bona fide Executive capacity.

(a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employee employed in a bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more other employees therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and (4) who customarily and regularly exercise discretionary powers; and (5) who does not devote more than twenty percent, or, in the

case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours of work in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (4), inclusive, of this section; provided this subdivision shall not apply in the case of an employee who owns at least twenty percent interest in the enterprise in which he is employed; and (6) who is compensated for his services on a salary basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, except that this subdivision shall not apply in the case of an employee in training for a bona fide executive position as defined in this section if (A) the training period does not exceed six months; and (B) the employee is compensated for his services on a salary basis at a rate not less than three hundred seventy-five dollars per week exclusive of board, lodging, or other facilities during the training period; (C) a tentative outline of the training program has been approved by the labor commissioner; and (D) the employer shall pay tuition costs, and fees, if any, for such instruction and reimburse the employee for travel expenses to and from each destination other than local, where such instruction or training is provided. Any trainee program so approved may be terminated at any time by the labor commissioner upon proper notice, if he finds that the intent of the program as approved has not been carried out. An employee who is compensated on a salary basis at a rate of not less than four hundred seventy-five dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" means a predetermined amount paid for each pay period on a weekly or less frequent basis, regardless of the number of days or hours worked, which amount is not subject to reduction because of variations in the quality or quantity of the work performed, and which amount has been the subject of an employer advisement as required by section 31-71f of the Connecticut General Statutes.

(1) Although the employee need not be paid for any workweek in which he performed no work, deductions may only be made in the following five (5) instances:

(A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's salary for the time actually worked;

(B) Deductions may be made for one or more full days if the employee is absent for personal reasons other than sickness or accident;

(C) Deductions may be made for one or more full days of sickness or disability provided the deduction is made pursuant to a bona fide plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has been exhausted which has been disclosed to the employee in accordance with section 31-71f of the Connecticut General Statutes;

(D) Deductions may be made for absences of less than one full day taken pursuant to the federal family medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

(E) Deductions may be made for one or more full days if the employee is absent as a result of a disciplinary suspension for violating a safety rule of major significance. Safety rules of major significance include only those relating to the prevention of serious danger to the employer's premises, or to other employees.

(2)(A) No deduction of any kind shall be made for any part of a workweek absence that is attributable to:

- (i) lack of work occasioned by the operating requirements of the employer;
- (ii) jury duty, or attendance at a judicial proceeding in the capacity of a witness; or temporary military leave.

(B) An employer is permitted to offset payments an employee receives for any of the services described in this subdivision against the employee's regular salary during the week of such absence.

(3) No deduction shall be made for an absence of less than one full day from work unless:

(A) The absence is taken pursuant to the federal family and medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of Connecticut state agencies; or

(B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is absent from work, provided the employee receives payment in an amount equal to his guaranteed salary.

(4) No deduction of any kind shall be made for an absence of less than one week which results from a disciplinary suspension for violating ordinary rules of employee conduct.

Sec. 31-60-15. Employee in bona fide Administrative Capacity.

(a) For the purposes of said section 31-58 (f), "employee employed in a bona fide administrative capacity" means any employee (1) whose primary duty consists of either: (A) the performance of office or nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or (B) the performance of functions in the administration of a school system or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and (2) who customarily and regularly exercises discretion and independent judgement; and (3) (A) who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervision

special assignments and tasks; and (4) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5)(A) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance salary for teachers in the school system or educational establishment or institution by which he is employed; provided an employee who is compensated on a salary or fee basis at a rate of not less than four hundred seventy-five dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in subdivision (1) of this section, which includes work requiring the exercise of discretion and independent judgement, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" [refer to Section 31-60-14.]

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

Sec. 31-60-16. Employee in bona fide Professional Capacity.

(a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional capacity" means any employee (

1) whose primary duty consists of the performance of:

(A) work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or

(B) work that is original and creative in character in a recognized field of artistic endeavor, as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training, and the result of which depends primarily on the invention, imagination or talent of the employee or

(C) teaching, tutoring, instructing or lecturing in the activity of imparting knowledge while employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and

(2) whose work requires the consistent exercise of discretion and judgement in its performance; and

(3) whose work is predominantly intellectual and varied in character, as opposed to routine mental, manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and

(4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3), inclusive, of this section; and

(5) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities; provided this subdivision shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of an employee who is the holder of the requisite academic degree for the general practice of medicine and is engaged in an internship or resident program pursuant to the practice of medicine or any of its branches, or in the case of an employee employed and engaged as a teacher as provided in subdivision (1) (C) of this section, and provided an employee who is compensated on a salary or fee basis at a rate of not less than four hundred seventy-five dollars per week exclusive of board, lodging or other facilities, and whose primary duty consists of the performance either of work described in subdivision (1) (A) or (C) of this section which includes work requiring the consistent exercise of discretion and judgement, or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section.

(b) "Salary basis" [refer to Section 31-60-14.]

(c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this section.

**MINIMUM WAGE:
Minimum wage is annually indexed each year, effective Jan 1.**

\$15.69 per hour effective 1-1-2024 through 12-31-2024 (P.A. 19-4)

OVERTIME - ONE AND ONE - HALF TIMES THE EMPLOYEES REGULAR RATE OF PAY AFTER 40 HOURS PER WEEK. FOR EXCEPTIONS - SEE SECTION 31-76i OF THE CONNECTICUT GENERAL STATUTES.

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL SUBDIVISION THEREOF MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE.

MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE PAID 85% OF THE APPLICABLE MINIMUM WAGE. MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO DID NOT, DURING THE PRECEDING CALENDAR YEAR, EMPLOY EIGHT OR MORE WORKERS AT THE SAME TIME SHALL BE PAID A MINIMUM WAGE OF NOT LESS THAN 70% OF THE MINIMUM WAGE AS DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE SECTION 31-60-6

Thomas Wydra, Director
Wage and Workplace Standards Division



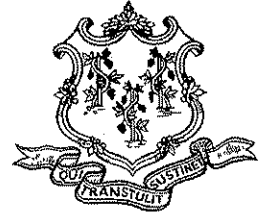


From the EMPLOYMENT SECURITY DIVISION
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

IMPORTANT NOTICE TO WORKERS OF

1/01/17 L

95-294-56



Internet Web Site:
www.ct.gov/dol

Mancon LLC
1961 Diamond Springs Rd.
Virginia Beach, VA 23455

Your employer is subject to **STATE UNEMPLOYMENT INSURANCE LAW**

Under this law, your employer must pay into the Connecticut Unemployment Insurance Fund, without any deductions from your wages for that purpose. The fund is used to pay benefits to unemployed workers who meet requirements of the law. Please be advised that:

- You have the right to file for unemployment compensation benefits or exercise other rights under the law without retaliation from your employer
- You cannot waive or sign away your right under the Connecticut Unemployment Compensation Act to file for unemployment compensation benefits.

IF YOU BECOME UNEMPLOYED and are able to work and want to work:

- 1. Ask your employer for an Unemployment Notice/Separation Packet.**
- 2. As soon as possible, file a claim for benefits online by visiting the Connecticut Department of Labor's website at www.ct.gov/dol or by calling the Labor Department's TeleBenefits Line. Have your packet with you when you file, but do not wait if your Unemployment Notice/Separation Packet is delayed. You can file without it, and file before your eligibility for benefits is determined.**
- 3. As part of filing your claim for benefits, you will be registered for employment-related services provided by the local American Job Centers, the state employment agency that works without charge to match job seekers with employers.**
- 4. File claims for subsequent weeks of unemployment benefits according to instructions you receive when you file your claim.**

If you work less than your normal workweek, you may be eligible for partial benefits. As soon as you know that your earnings are for less than full-time work, call the TeleBenefits Line and file a partial claim.

State Labor Commissioner

Administrator, Unemployment Compensation Act

PLEASE POST

Telephone numbers for the TeleBenefits Line are listed in the blue pages of the telephone book under Department of Labor, Unemployment Insurance. Addresses for local American Job Centers are also in the blue pages under DEPARTMENT OF LABOR.



SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by

**The Connecticut Discrimination Employment Practices Act, and
Title VII of the Civil Rights Act of 1964**

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Individuals who engage in acts of sexual harassment may be subject to civil and criminal penalties.

Examples of Sexual Harassment	Remedies For Sexual Harassment
<ul style="list-style-type: none">• Unwelcome sexual advances• Suggestive or lewd remarks• Unwanted hugs, touches, or kisses• Requests for sexual favors• Retaliation for complaining about sexual harassment• Derogatory or pornographic posters, cartoons or drawings	<ul style="list-style-type: none">• Cease and desist orders• Back pay• Compensatory damages• Hiring, promotion or reinstatement• Emotional distress damages

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the harassment.

If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO



EL ACOSO SEXUAL ES ILEGAL

y está prohibido por

**La Ley de Prácticas de Empleo de Discriminación de Connecticut, y
El Título VII de la Ley de Derechos Civiles de 1964**

El acoso sexual significa: "Cualquier avance sexual no deseado, o solicitud de favores sexuales, o cualquier conducta de naturaleza sexual cuando:

- (1) La sumisión a dicha conducta se hace explícita o implícitamente un término o condición del empleo de un individuo;
- (2) La sumisión o rechazo de dicha conducta por parte de un individuo se utiliza como base para decisiones de empleo que afectan a dicho individuo; o
- (3) Tal conducta tiene el propósito o efecto de interferir sustancialmente con el desempeño laboral de un individuo o crear un ambiente de trabajo intimidante, hostil u ofensivo ".

Las personas que participan en actos de acoso sexual pueden recibir sanciones civiles y penales.

Ejemplos de acoso sexual	Remedios para el acoso sexual
<ul style="list-style-type: none">• Avances sexuales no deseados• Comentarios sugestivos o lascivos• Abrazos, toques o besos no deseados.• Solicitudes de favores sexuales.• Represalias por quejarse por acoso sexual.• Carteles, dibujos animados o dibujos despectivos o pornográficos.	<ul style="list-style-type: none">• Órdenes de cesar y desistir• Pago atrasado• Daños compensatorios• Contratación, promoción o reinstalación• Daños por angustia emocional

La ley de Connecticut requiere que se presente una queja escrita ante la Comisión dentro de los 300 días del presunto acoso si ocurrió a partir del 1 de octubre de 2019. Para el acoso que ocurra antes del 1 de octubre de 2019, las quejas deben presentarse dentro de los 180 días.

Si siente que ha sufrido discriminación, comuníquese con la Comisión de Derechos Humanos y Oportunidades de Connecticut al 860-541-3400, llamada gratuita al 1-800-477-5737, o en www.ct.gov/CHRO

Discrimination is Illegal

Connecticut law prohibits discrimination in

EMPLOYMENT

On the basis of

age
ancestry
color
genetic information
learning disability
marital status
past or present history of mental disability
intellectual disability
national origin
physical disability
race
religious creed
sex, including pregnancy, sexual harassment,
transgender status, gender identity or expression,
sexual orientation or civil union status
workplace hazards to reproductive systems
criminal record (in state employment and licensing)
Veteran status

In

recruiting
hiring
referring
classifying
promoting
advertising
discharging
training
laying off
compensating
terms and conditions

By

employers
employment agencies
labor organization

If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint.

For assistance contact:

Connecticut Commission on Human Rights & Opportunities

Southwest Region	350 Fairfield Avenue, Bridgeport, CT 06604
West Capitol Region	55 West Main Street, Suite 210, Waterbury, CT 06702
Capitol Region	450 Columbus Blvd Suite 2, Hartford, CT 06103
Eastern Region	100 Broadway, Norwich, CT 06360
Administrative Office	450 Columbus Blvd Suite 2, Hartford, CT 06103

website: www.state.ct.us/chro

Connecticut law prohibits discrimination in

HOUSING & PUBLIC ACCOMODATIONS

On the basis of

age
ancestry
breastfeeding in a place of
public accommodation
color
familial status (in housing)
lawful source of income
learning disability
marital status
mental disability
intellectual disability
national origin
physical disability
race
religious creed
sex, transgender status,, gender identity
or expression, sexual orientation or
civil union status
use of a guide dog/training a guide dog
Veteran status

In

services rendered the public
rentals and sales of public and private housing

Connecticut law prohibits discrimination in

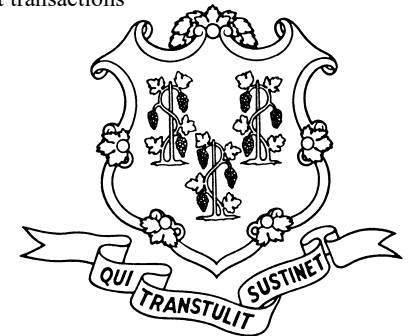
CREDIT TRANSACTIONS

On the basis of

age
ancestry
blindness
color
learning disability
marital status
intellectual disability
national origin
physical disability
race
religious creed
sex, transgender status, gender
identity or expression, sexual
orientation or civil union status
Veteran status

In

loans
mortgages
any credit transactions



Telephone

TDD

FAX

203-579-6246	203-579-6246	203-579-6950
203-805-6579	203-805-6579	203-805-6559
860-566-7710	860-566-7710	860-566-1997
860-886-5703	860-886-5707	860-886-2550
860-541-3400	860-541-3459	860-246-5419

This notice provides general information about Connecticut law and is not to be considered as equivalent of the complete text.

La Discriminación es Ilegal

La ley en Connecticut prohíbe la discriminación en EMPLEO

Basado en

edad
 linaje
 color
 información genética
 impedimento específico de aprender
 estado civil
 historial pasado o presente de incapacidad mental
 incapacidad intelectual
 origen nacional
 incapacidad física
 raza
 creencia religiosa
 sexo, incluyendo embarazo y hostigamiento sexual, estatus de transgender
 identidad de género o expresión, orientación sexual
 peligros al sistema reproductivo en el lugar de empleo
 récord criminal (en empleos y licencias por el estado)

En

reclutar
 emplear
 referir
 clasificar
 ascender
 publicar
 anuncios
 despedir del empleo
 deponer de un empleo
 compensación
 términos y condiciones

Por

patrón
 agencias de empleo
 gremio obrero

La ley en Connecticut prohíbe la discriminación en VIVIENDA & LUGARES PUBLICOS

Basado en

edad
 linaje
 lactar en un lugar de acomodación pública
 color
 condición familiar
 fuente legal de ingresos
 impedimento específico de aprender
 estado civil
 enfermedad mental
 incapacidad intelectual
 origen nacional
 incapacidad física
 raza
 creencia religiosa
 sexo, estatus de transgender, identidad de género o expresión
 orientación sexual
 uso y adiestramiento de perros guías

En

servicios prestados al público
 rentas o ventas de casas públicas o privadas

La ley en Connecticut prohíbe la discriminación en TRANSACCIONES DE CREDITO

Basado en

edad
 linaje
 ceguera
 color
 impedimento específico de aprender
 estado civil
 incapacidad intelectual
 origen nacional
 incapacidad física
 raza
 creencia religiosa
 sexo, estatus de transgender, identidad de género o expresión, orientación sexual,
 estado de la unión civil

En

préstamos
 hipotecas
 transacciones de crédito



Si usted cree que ha sido víctima de discriminación ilegal, la Comisión de Derechos Humanos y Oportunidades en Connecticut investiga su caso sin costo a usted. Es ilegal que alguien tome represalias en su contra por someter una queja.

Para asistencia llame:
Comisión de Derechos Humanos y Oportunidades en Connecticut

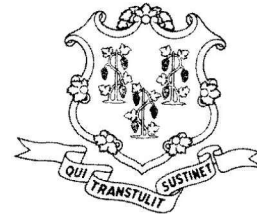
		<i>Teléfono</i>	<i>TDD</i>	<i>FAX</i>
Southwest Region	350 Fairfield Avenue, Bridgeport , CT 06604	203/ 579-6246	203/579-6246	203-579-6950
West Central Region.....	55 West Main Street, Suite 210, Waterbury , CT 06702-2004.....	203/ 805-6530	203/805-6579	203/805-6559
Capitol Region	450 Columbus Blvd Suite 2, Hartford CT 06103	860/ 566-7710	860/566-7710	860/566-1997
Eastern Region	100 Broadway, Norwich , CT 06360	860/ 886-5703	860/886-5707	860/886-2550
<i>Administrative Office</i>	<i>450 Columbus Blvd Suite 2, Hartford CT 06103</i>	<i>860/ 541-3400</i>	<i>860/541-3459</i>	<i>860/246-5419</i>

website: www.state.ct.us/chro

Este aviso provee información general acerca de la ley en Connecticut y no es para ser considerado equivalente al texto completo. Revisado 1 de octubre de 2011.

NOTICE TO EMPLOYEES

State of Connecticut Workers' Compensation Commission



Revised 10-01-2017

The Workers' Compensation Act (Connecticut General Statutes Chapter 568) requires your employer,

MANAGEMENT CONSULTING INC
83 GRAYLING AVE NSB
NEW LONDON CT 06320

to provide benefits to you in case of injury or occupational disease in the course of employment.

Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately, the commissoiner may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by reason of the failure, provided the burden of proof with respect to such prejudice shall rest upon the employer."

An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation Commission's Form 30C is necessary to satisfy this requirement.

NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim.

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

Name THE TRAVELERS INSURANCE COMPANIES

Address P.O. BOX 5008

Telephone (800) 238-6225

City/Town HARTFORD

State CT Zip Code 06102-5008

Approved Medical Care Plan Yes No

The State of Connecticut Workers' Compensation Commission office for this workplace is located at:

Address 55 Main Street Suite 450

Telephone (860) 823-3900

City/Town NORWICH

State CT Zip Code 06360

Public Act 17-141 allows an employer the option to designate and post – "in the workplace location where other labor law posters required by the Labor Department are prominently displayed" and on the Workers' Compensation Commission's website [wcc.state.ct.us] – a location where employees must file claims for compensation.

If your employer has listed a location below, you **MUST** file your compensation claim there.

When filing your claim, you are also required – by law – to send it by certified mail.

If blank below, ask your employer where to file your claim.

Employer Name _____

Address _____

Telephone _____

City/Town _____

State _____

Zip Code _____

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN POINT BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE IN EACH PLACE OF EMPLOYMENT. FAILURE TO POST THIS NOTICE WILL SUBJECT THE EMPLOYER TO STATUTORY PENALTY (Section 31-279 C.G.S.).

Any questions as to your rights under the law or the obligations of the employer or insurance company should be addressed to the employer, the insurance company, or the Workers' Compensation Commission (1-800-223-9675).

Date Posted : _____

Health Insurance is Complicated.

Don't Worry Alone



Free, Expert Assistance & Representation

**Insurance Denials & Appeals,
Billing Errors, and Access to Care**

Any type of health coverage – Commercial, Medicare, HUSKY & others

There's help.

Call: 1.866.466.4446

Visit: ct.gov/oha

Email: Healthcare.Advocate@ct.gov



Office of the
Healthcare
Advocate
STATE OF CONNECTICUT

A free service of the State of Connecticut.

NOTICE

Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1) Pregnancy Discrimination and Accommodation in the Workplace

Covered Employers

Each employer with more than 3 employees must comply with these anti-discrimination and reasonable accommodation laws related to an employee or job applicant's pregnancy, childbirth or related conditions, including lactation.

Prohibition of Discrimination

No employer may discriminate against an employee or job applicant because of her pregnancy, childbirth or other related conditions (e.g., breastfeeding or expressing milk at work).

Prohibited discriminatory conduct includes:

- Terminating employment because of pregnancy, childbirth or related condition
- Denying reasonable leave of absence for disability due to pregnancy (e.g., doctor prescribed bed rest during 6-8 week recovery period after birth)*
- Denying disability or leave benefits accrued under plans maintained by the employer
- Failing to reinstate employee to original job or equivalent position after leave
- Limiting, segregating or classifying the employee in a way that would deprive her of employment opportunities
- Discriminating against her in the terms or conditions of employment

*Note: There is no requirement that the employee be employed for a certain length of time prior to being granted job protected leave of absence under this law.

Reasonable Accommodation

An employer must provide a reasonable accommodation to an employee or job applicant due to her pregnancy, childbirth or needing to breastfeed or express milk at work.

Reasonable accommodations include, but are not limited to:

- Being permitted to sit while working
- More frequent or longer breaks
- Periodic rest
- Assistance with manual labor
- Job restructuring
- Light duty assignments
- Modified work schedules
- Temporary transfers to less strenuous or less hazardous work
- Time off to recover from childbirth (prescribed by a Doctor, typically 6-8 weeks)
- Break time and appropriate facilities (not a bathroom) for expressing milk

Denial of Reasonable Accommodation

No employer may discriminate against employee or job applicant by denying a reasonable accommodation due to pregnancy.

Prohibited discriminatory conduct includes:

- Failing to make reasonable accommodation (and is not an undue hardship)**
- Denying job opportunities to employee or job applicant because of request for reasonable accommodation

- Forcing employee or job applicant to accept a reasonable accommodation when she has no known limitation related to pregnancy or the accommodation is not required to perform the essential duties of job
- Requiring employee to take a leave of absence where a reasonable accommodation could have been made instead

** Note: To demonstrate an undue hardship, the employer must show that the accommodation would require a significant difficulty or expense in light of its circumstances.

Prohibition of Retaliation

Employers are prohibited from retaliating against an employee because of a request for reasonable accommodation.

Notice Requirements

Employers must post or provide this notice to all existing employees by January 28, 2018; to an existing employee within 10 days after she notifies the employer of her pregnancy or related conditions; and to new employees upon commencing employment.

Complaint Process

CHRO

Any employee aggrieved by a violation of these statutes may file a complaint with the Connecticut Commission on Human Rights and Opportunities (CHRO). Complainants have 180 days from the date of the alleged act of discrimination, or from the time that you reasonably became aware of the discrimination, in which to file a complaint. It is illegal for anyone to retaliate against you for filing a complaint.

CHRO main number: 860-541-3400

CHRO website: www.ct.gov/chro/site/default.asp

CHRO link "How to File a Discrimination Complaint":

http://www.ct.gov/chro/taxonomy/v4_taxonomy.asp?DLN=45570&chroNav=|45570|

DOL

Additionally, women who are denied the right to breastfeed or express milk at work, or are discriminated or retaliated against for doing so, may also file a complaint with the Connecticut Department of Labor (DOL).

DOL phone number: 860-263-6791

DOL complaint form:

For English:

<http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80%20fillable.doc>

For Spanish:

<http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc>

NOTIFICACIÓN

Secciones 46a-60(a), (b)(7), (d)(1) de las Leyes Generales de Connecticut Discriminación por embarazo y adaptación en el lugar de trabajo

Empleadores contemplados en estas leyes

Cualquier empleador que tenga más de 3 empleados debe cumplir estas leyes antidiscriminación y de adaptación razonable relativas al embarazo, parto o condiciones relacionadas —incluida la lactancia— de una empleada o solicitante de empleo.

Se prohíbe la discriminación

Ningún empleador puede discriminar a una empleada o solicitante de empleo debido a su embarazo, parto u otras condiciones relacionadas (por ej., amamantar a su bebé o extraerse leche materna en el trabajo).

La conducta discriminatoria prohibida incluye:

- La terminación del empleo debido a embarazo, parto o condición relacionada
- Negar un permiso de ausencia razonable por discapacidad debido a embarazo (por ej., que el médico haya recetado descanso en cama durante el periodo de recuperación de 6 a 8 semanas después del parto)*
- Negar las prestaciones por discapacidad o por permiso de ausencia acumuladas conforme a los planes que el empleador mantenga
- No reincorporar a la empleada a su puesto de trabajo original o a un puesto equivalente después de su ausencia
- Limitar, segregar o clasificar a la empleada de forma tal que la prive de oportunidades de empleo
- Establecer términos o condiciones de empleo que discriminen a la empleada

***Nota:** No hay requisito alguno de que la empleada deba prestar sus servicios al empleador durante un cierto periodo antes de que se le otorgue el permiso de ausencia con protección del empleo de acuerdo con esta ley.

Adaptación razonable

El empleador debe proporcionar una adaptación razonable a una empleada o solicitante de empleo debido a su embarazo, a su parto o a que necesite amamantar a su bebé o extraerse leche materna en el trabajo.

Ejemplos de adaptaciones razonables incluyen, entre otros:

- Permitirle estar sentada mientras trabaja
- Pausas más frecuentes o más largas
- Descanso periódico
- Ayuda con el trabajo manual
- Reestructuración del trabajo Asignaciones de trabajo ligero
- Horarios de trabajo modificados
- Transferencias temporales a tareas menos extenuantes o menos peligrosas
- Tiempo libre para recuperarse del parto (recetado por un médico, por lo general entre 6 y 8 semanas)
- Pausas e instalaciones adecuadas (no en un baño) para extraerse leche materna

Negación de la adaptación razonable

Ningún empleador habrá de discriminar a una empleada o solicitante de empleo negándole una adaptación razonable debido a su embarazo.

La conducta discriminatoria prohibida incluye:

- No proporcionar una adaptación razonable (y que no represente una penuria excesiva para el empleador)**
- Negar oportunidades de trabajo a una empleada o solicitante de empleo debido a la petición de contar con una adaptación razonable Forzar a la empleada o solicitante de empleo a que acepte una adaptación razonable cuando ella no tiene una limitación conocida relacionada con el embarazo o cuando no se necesita tal adaptación para que realice las tareas esenciales de su trabajo
- Pedirle a una empleada que acepte un permiso de ausencia cuando en vez de ello se le pudo haber provisto una adaptación razonable

** **Nota:** Para demostrar una penuria excesiva, el empleador debe presentar evidencia de que la adaptación supondría una dificultad o gasto considerables tomando en cuenta sus circunstancias.

Se prohíbe tomar represalias

Los empleadores tienen prohibido tomar represalias contra una empleada debido a la petición de disponer de una adaptación razonable.

Requisitos de la notificación

Los empleadores deben publicar o proporcionar esta notificación a todas las empleadas a más tardar el 28 de enero de 2018, a cualquier empleada dentro de los 10 días posteriores al momento en el que notifique al empleador de su embarazo o condiciones relacionadas, y a las nuevas empleadas cuando inicien su relación laboral.

Procedimiento de presentación de quejas

CHRO

Cualquier empleada perjudicada por la inobservancia de estas leyes podrá presentar una queja ante la Comisión de Derechos Humanos y Oportunidades (*Commission on Human Rights and Opportunities*, CHRO) de Connecticut. Las denunciantes tienen 180 días a partir de la fecha del presunto acto de discriminación, o a partir del momento en el que se dé cuenta de manera razonable de la discriminación, para presentar una queja. Es ilegal que alguien tome represalias contra usted por presentar una queja.

Número principal de la CHRO: 860-541-3400

Sitio web de la CHRO: www.ct.gov/chro/site/default.asp

Enlace de la CHRO sobre “Cómo Presentar una Queja por Discriminación”:

http://www.ct.gov/chro/taxonomy/v4_taxonomy.asp?DLN=45570&chroNav=|45570|

DOL

Además, las mujeres a las que se les niegue el derecho a amamantar o extraerse leche materna en el trabajo, o que se vean expuestas a discriminación o represalias por hacerlo, podrán presentar una queja ante el Departamento del Trabajo (*Department of Labor*, DOL) de Connecticut.

Número telefónico del DOL: 860-263-

6791 Formulario de presentación de

quejas ante el DOL:

En inglés:

<http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80%20fillable.doc>

En español:

<http://www.ctdol.state.ct.us/wgwkstnd/forms/DOL-80S%20fillable-Spa.doc>

DOMESTIC VIOLENCE RESOURCES IN CONNECTICUT

Domestic violence is a pattern of coercive, controlling behavior that can include emotional abuse, psychological abuse, physical abuse, sexual abuse, and/or financial abuse. It is the result of a person's feeling of entitlement to have power and control over their partner or family member and their choice to use abusive behaviors to gain and maintain that power and control. The pattern of abusive behavior is designed to make the victim dependent upon the abuser, leaving the victim feeling scared, confused, and insecure about their ability to survive on their own, financially or otherwise.

If you or someone you know is experiencing an abusive relationship, help is available. Whether you need information, help, or just someone to talk to, we're here to listen.



CTSafeConnect

Connecticut's domestic violence information and resource hub

CTSafeConnect.org | 888.774.2900

CALL • TEXT • CHAT • EMAIL • 24/7

All services are safe, free, confidential & voluntary

Safe Connect advocates can help you think through options and get you connected with one of CCADV's 18 local domestic violence organizations for services such as counseling, support groups, advocacy for accessing basic needs, court-based advocacy, age-appropriate child advocacy, and support in finding shelter and other housing options."

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE

Your employer cannot treat you differently or take actions against you based on your status as a victim of domestic violence, nor can they deny you reasonable leave of absence for certain issues related to the abuse you or your dependent children have experienced, including:

- (i) Seeking attention for injuries caused by domestic violence, including for a child;
- (ii) Obtaining services including safety planning from a domestic violence or rape crisis center;
- (iii) Obtaining psychological counseling related to domestic violence, including for a child;
- (iv) Taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- (v) Obtaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal proceedings in relation to domestic violence.

If you feel you have been discriminated against due to your status as a victim of domestic violence or if you have been denied a reasonable leave of absence to deal with issues related to abuse, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO



NOTICE

Connecticut General Statutes §§ 31-57r - 31-57w – Paid Sick Leave

Each employer with 50 or more employees based on the number of employees on its payroll for the week containing October 1, shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginning January 1, 2012, for current employees, or for a service worker hired after January 1, 2012, beginning on the service worker's date of employment.

Accrual

The accrual is at a rate of one hour of paid sick leave for each 40 hours worked by a service worker up to a maximum of 40 hours per year (the employer shall choose any 365-day period used to calculate employee benefits in order to administer paid sick leave).

- No service worker shall be entitled to use more than the maximum number of accrued hours.

Carry Over

Each service worker shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year period to the following year period

Use of Paid Sick Leave

A service worker shall be entitled to the use of accrued paid sick leave upon the completion of the service worker's 680th hour of employment

- from January 1, 2012, for current service workers, or
- if hired after January 1, 2012, upon the completion of the service worker's 680th hour of employment from the date of hire, unless the employer agrees to an earlier date.

A service worker shall not be entitled to the use of accrued paid sick leave if such service worker did not work an average of 10 or more hours a week for the employer in the most recent complete calendar quarter.

Pay

Each employer shall pay each service worker for paid sick leave at a pay rate equal to the greater of either

- the normal hourly wage for that service worker, or
- the minimum fair wage rate under section 31-58 of the general statutes in effect for the pay period during which the employee used paid sick leave.

Reasons for Use of Leave

A service worker may use paid sick leave for his or her own:

- illness, injury or health condition;
- the medical diagnosis, care or treatment of his or her mental illness or physical illness, injury or health condition;
- preventative medical care; or
- mental health wellness day

A service worker may use paid sick leave for a child's or spouse's:

- illness, injury or health condition; the medical diagnosis,
- care or treatment of a mental or physical illness, injury or health condition; or
- preventative medical care

A service worker may use paid sick leave if the service worker or the service worker's child or ward is a victim of family violence or sexual assault:

- for medical care or psychological or other counseling for physical or psychological injury or disability;

- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault;
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Notice

If leave is foreseeable, the employer may require advance notice.

If leave is unforeseeable, the employer may require notice as soon as practicable.

Reasonable Documentation

Documentation for paid sick leave of 3 or more consecutive work days may be required

- documentation signed by a health care provider who is treating the service worker or the service worker's child or spouse indicating the need for the number of days of such leave shall be considered reasonable documentation.
- a court record or documentation signed by a service worker or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the service worker or service worker's child or ward shall be considered reasonable documentation for a victim of family violence or sexual assault.

Prohibition of Retaliation or Discrimination

No employer shall take retaliatory personnel action or discriminate against an employee because the employee:

- requests or uses paid sick leave either in accordance with the act; or
- in accordance with the employer's own paid sick leave policy, as the case may be; or
- files a complaint with the Labor Commissioner alleging the employer's violation of the act

Collective Bargaining

Nothing in the act shall diminish any rights provided to any employee or service worker under a collective bargaining agreement, or preempt or override the terms of any collective bargaining agreement effective prior to January 1, 2012.

Complaint Process

Any employee aggrieved by a violation of the provisions of the law may file a complaint with the Labor Commissioner. Upon receipt of any such complaint, said Commissioner may hold a hearing. After a hearing, the Commissioner may assess a civil penalty or award other relief.

This is not the complete Paid Sick Leave law. Please contact your Human Resources office for additional information.

Effective 10/1/23



NOTICE OF EMPLOYEE RIGHTS UNDER THE CONNECTICUT FAMILY AND MEDICAL LEAVE ACT (CTFMLA) & CONNECTICUT PAID LEAVE ACT (CTPL)

CONNECTICUT DEPARTMENT OF LABOR AND CONNECTICUT PAID LEAVE AUTHORITY

LEAVE ENTITLEMENT AND ELIGIBILITY:

The CTFMLA provides eligible employees, after 3 consecutive months on the job, up to 12 weeks of unpaid, job-protected leave during a 12-month period for qualifying family or medical leave reasons. Employees are entitled to return to their same job at the end of leave. The CTPL provides income replacement benefits to eligible employees who are unable to work for the same leave reasons. These leave options may run at the same time.

Qualifying reasons for leave include:

- The birth of a child and care within the first year after birth;
- The placement of a child with employee for adoption or foster care and care for child within the first year after placement;
- To care for a family member with a serious health condition. Family includes spouse (the person to whom one is legally married), sibling, son or daughter, grandparent, grandchild or parent, or an individual related to the employee by blood or affinity;
- Because of the employee's own serious health condition;
- To serve as an organ or bone marrow donor;
- To address qualifying exigencies arising from a spouse, son, daughter or parent's active duty service in the armed forces; or
- To care or a spouse, son, daughter, parent or next of kin with a serious injury or illness incurred on active duty in the armed forces.

It also allows eligible employees to receive two extra weeks of leave (up to a total of 14 weeks) in connection with an incapacity that occurs during pregnancy. CTFMLA further allows eligible employees to take up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

Employees may also take up to 12 days of leave to deal with the effects of family violence separate from leave time available under state or federal law. While this is not protected under CTFMLA, it is protected under the Connecticut Family Violence Leave Act and an employee can apply for CTPL in connection with these absences.

Leave does not have to be taken all at once. Employees may take leave intermittently (in separate blocks of time) or to reduce their work schedule.

CTFMLA leave is unpaid. However, an employer may require, or an employee may request to use their accrued, paid time off. An employee may choose to preserve up to 2 weeks of their accrued, paid time off. This accrued, paid time off is in addition to the income-replacement benefits available to employees under CTPL.

APPLYING FOR INCOME-REPLACEMENT BENEFITS UNDER CTPL

Wage replacement benefits under the CTPL may also be available for CTFMLA absences. More information about Connecticut's Paid Leave program and instructions for how to apply are available at <https://ctpaidleave.org/>.

Some employers have received approval from the CT Paid Leave Authority to provide CTPL benefits to their employees through an approved private plan instead of through the state's CTPL program. Employers that have approved private plans are required to notify their employees how to file claims for benefits through their private plan and who the employees can contact for answers to questions about their plan. CTPL benefits are available for up to 12 weeks in a 12-month period, with an additional two weeks available to an employee for incapacity or medical treatment during pregnancy. Benefits are limited to 12 days for leave to deal with the effects of family violence.

EMPLOYER NOTIFICATION FOR CTFMLA LEAVE

Employees should provide at least 30-days advance notice to their employer of the need to take CTFMLA leave if they can. If they are unable to because they do not know they need leave, the employee must provide notice as soon as they can. An employer may require a medical certification to support a request for leave.

WHAT IS PROHIBITED?

The CTFMLA prohibits employers from:

- Interfering with or denying any rights provided by the CTFMLA or CTPL. Examples include, but are not limited to, improperly refusing to grant CTFMLA leave or discouraging employees from using CTFMLA leave or applying for CTPL benefits.
- Disciplining, terminating, discriminating against, or retaliating against any individual for taking CTFMLA leave or applying for CTPL benefits, for opposing or complaining about any unlawful practice, or being involved in any proceeding related to the CTFMLA.

If you believe that your CTFMLA rights have been violated, you can either file a complaint directly in Superior Court or with the Connecticut Department of Labor.

To file a CTFMLA complaint with the Connecticut Department of Labor, complete and submit the appropriate CTFMLA complaint form found on the Department's website found at [THE CONNECTICUT FAMILY & MEDICAL LEAVE ACT and CT PAID LEAVE APPEALS](#).

More information about the CTFMLA is available at [THE CONNECTICUT FAMILY & MEDICAL LEAVE ACT and CT PAID LEAVE APPEALS](#) and CTPL at <https://ctpaidleave.org/>.