CONNECTICUT DEPARTMENT OF LABOR

WAGE AND WORKPLACE STANDARDS DIVISION

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

missions and bonuses.
White the pulpases of this regulator, or rates, from an an established rate per until of performed without regime to time required for accomplishment. "Commissions makes are complishment." "Commissions makes are settled within the period of the complishment of the period of complishment of the period of complishment of the period of the complishment of the produced, where the pulparent is retained with a fixed plan by which the employee that of the complishment of the

cord of wages. Each employer shall maintain dis of wages pad to each employee who is sersized for its services in accordance with an itsnep plan in such form as to enable such sensation to be translated readily into terms of gip hourly rate on a weekly beas for each work or part thereof of employment.

ige hourly rate on a weakly basis for each work, or part threated of employment, to part threated of employment, to be rates in relation to three rates, (1) When an oyee is compensated colely at peec rates to be paid a sufficient amount at piece rates to yee the paid of the paid of

ommission. (1) When an employee is innsited solely on a commission basis, he shall sid weekly an average of at least the minimized rage established by subsection () of section 31-1 the Connectout General Statutes per hour for rise catassaries by subsection () of section 31-1 feet Connector General Subsets par hour for fractions with a finding for a base rate plus reason, the wage paid weekly to the employee these combined sources shall equal at lasst an age of the minimum fair wage established dissection (i) of section 31-58 of connecticut General Statutes amount for sall connecticut General Statutes amount for sall stide at least once in each month in All. When nog are derived in whole or in part on the basis incentive plan other than those defined herein, employee shall nective weekly at least the num fair wage stablished by subsection (i) of an 31-56 of the Connector Conference of the connector General Statutes and so that the sum fair wage stablished by subsection (i) of an 31-56 of the Connector General Connec

31-60-2. Gratuitles as part of the minimum

he corposes of this section "gestuity" means a tar, increasing contribution received by the object from a questi patron or customer for service and

ings otherwise is contained by statulity provision is wright rather graftifies may be recognized as tituling a part of the malanium fall wage when at a following provisions are contined with

na employee shall be engaged in an emphyrment two gradulers have conforming and usually blated and have, been recognized as part of his neration or having purposes and

e ansuurt received in gratuatus claimed as cred an of the minimum fair wage shall be recorded or by receity, or to workly basis in a wage record though payment is made more frequently, and

consecution detailed and statement in electronic terms demonstrating that were received to sense or employer in design grant terms obtained to the processor of the processor of

ic Act 19-6. An Act Increasing the Minimum Wage.

Yeags.

14-60(b) The Labor Commissioner shall adopt egulations, in accordance with the provisions of in 54, as may be appropriate to carry out the sost of this part. Such registation improved the provisions of the part is sold the part of the par

January 1, 2015, and ending on June 30, 2019, equal to hetyl-siz and eight-lending per cent of the immersion far wage per hour for persons, or send than betterders, who are entirely to the end of the send of th

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

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

[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.

Sec. 31-60-6, Minors under the age or 12.

(a) For the purposes of this regulation, "minor means a person at least 15 years of age but not over 18 years days. To prover cursiaments as the second size of the provent cursiaments of the second strong which training for adjustment of send strong which training for adjustment of employment condones may be accomplished, as minor may be employed at a modification of the minor may be employed at a modification of the minor may be employed at a modification of the settlement for the series of the seri

This subsection is amended by P.A. 19-4, An Action crossing the Minimum Fair Wage. CCB Sec. 31-58(t)(5). The rates for all persons under the age of the Minimum Fair Wage. CCB Sec. 31-58(t)(5). The rates for all persons under the age of the person of the second of the person of the second of the

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
meloyment prior to his date of accession with his
present employee. Such statement of prior
employment, supplemented by the present
employer's record of hours worked by the minor while
in his originary will be deemed assistancing evidence
of good fash 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 volation prevailed and for such time the minimum wage shall be paid.

(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 requisition, apprentices duly registered by the Connectical State Approaches Procured of the 1 top Department may not be employed all rise than the maintum wage unkess primission has been received from the Labor Continuation of through an appointment process.]

Sec. 31-60-9. Apparei

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

(b) When an employee, in the course of his employment, is required or permitted to travel for purposes which mure to the benefit of the employer, such travel time shall be considered to be working

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 pair 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 bace of employment involves, on the part of the employee, theyel 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 past for a stoch.

Sec. 31-60-11. Hours worked.

(a) For the purpose of this regulation, "hours worked" include all ame during which an employee is required by the employer to be on the employee is required by the employer to be not the employer's premises to be on duty, or to be at the prescribed work place, and ast time during which an employee is employed or permitted to work, whether or not required to do so, provided time allowed for meast 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 wad on the premises whele no work is provided by the employer. Voluning 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 its 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 the may be contacted, or when an employee is not specifically required by his employer or continued to all but is contacted by his employer or continued to all but is contacted by his employer or continued to all but is contacted by his employer or continued to all but is contacted by his employer or continued to all but is contacted by his employer or continued his employees is notified of his assignment and shall end when the employee has completed his assignment.

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

each employer showing

(3) I his course,
(3) the occupation in which he is engalayed.
(3) the occupation in which he is engalayed.
(3) the occupation in which he is engalayed.
(4) I he occupation in which he is engalayed.
(5) I he local house of the investment of a minder.
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he local house which make sugar,
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he local ways as a sequent of the floor
he local ways as a sequent of the floor
(8) I his local ways paid each pay period
(9) such other records as are stipulated in accordance with sections 31-30-10 hough
(10) warking certificates for in one employees
stateen to eighteen years. Thus and according to the make and of a years for such employees
(6) registrates for in ambiented and returned at the piece
of engalayement for in primite of 3 years for such employees.
(6) The lober commissioner may authorize the

(b) The labor convinsioner may authorize to maintenance of eaply records and the reterdors both wage and how revised as scaleded en-active or in partial a place other from the place or playman. Amen in a glorge other from the place of the place of the place of employment.

(1) walks an undue hardship on the employer without materially benefiting the inspection procedures of the latent department or (2) is not practice after enforcement purposes. Where permission is granted to maintain wage

(2) is not practical for environment purposes, where permission is granted to maintain wage records of other than the place of employment, a record of froid day, and weekly house worked by each employee shall also be available for inspection in cannection with such weigh records.

cannel ben with such wight records.

(c) in the curse of an employee and spends 75% or more of his working time away from his employers plain of transmissing and the mentional solveng the hopping and conting him of each work period for wast supplying of other flagores above great the supplying of the flagores. In the conting the such work period for wast supplying of other flagores in the flagores of the simple property because of his involving time countries the such as the conting the supplying the

(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

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

capacity.

(a) For the purposes of section 31-58 (f) of the general statutes, as amended, 'employee employed in a bone fide executive capacity means any employee (1) whose primary duly consists of the management of the orterprise in which he is employed or discustomary excognized department or subdivision thereof, and (2) who customary sard regularly directs the work of the or or fire of the order of the

case of an employee of a retail or service establishment who goes not devote as much as forly perceive, of ne hours of work in the workwest to accelerate the board of most of the control of the control

(b) "Salary basis" means a predetermined amount paid for sach pay pendo on a weekly or less frequent basis, regardless of the nursher of days or hours worked, which amount is not subject to reduction because of varietions in the quality or quantity het work performed, and which amount has been the subject of an employer advisement as required by section 31-71 of the Connecticul General Stauties.

(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)

(A) During the initial and terminal weeks of employment, an employer may pay a proportionate part of an employee's safary 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 All days of sickness or disability provided the deduction is made pursuant to a bone side plan, policy or practice of making deductions from an employee's salary after sickness or disability leave has been subsusted which has been disadosed to the employee in accordance with section 31-71f of the Connecticut Coneral Statutes.

(D) Deductions may be made for absences of less than one full day taken pursuant to the footeral family medical leaves etc. 29 USC 5001 et seq., or the Connectiout family and medical leave etc. section 31-51k et seq. of the Connectiout General Statutes. as period of the Connectiout General Statutes. as period of the regulations of Connecticut state against 27 of the regulations of Connecticut state against

(E) Deductions may be made for one or more Nal days if the employee is absent as a result of a dataphinary suspension for violating a safety nation of major significance. Safety rules of major significance module only those relating to the prevention of sortious danger to the omptoyer's promises, or to

(2)(A) No deduction of any lund shall be made for any part of a workweck absence that in activitable to (i) lest of work occasioned by the operating requirements of the employer.

(a) july duty, or alternative at a judoual proceeding in the capacity of a witness, or temporary mattery teaching.

(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 absonce.

(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 fedoral family and medical leave act. 29 USC 2001 of seq., or the Connecticul family and medical leave act, section 31-51tk of seq., of the Connecticul General Statutes, as permeted by 29 CFR 925-200 or by action 31-51tk of seq. of the Connecticul General Statutes, as permeted by 29 CFR 925-200 or by action 31-51qq-17 of the regulations of Connecticul

section 31-5(qq-17 of the regulations of Connectious state agencies; or taken pursuant to a boas few (8) The absence is taken pursuant to a boas few times of bonefits plan that specifically authorizes the substitution or reduction from socrued benefits for the substitution or reduction from socrued benefits for the mental an employee is absent from work, provided the employee receives payment in an amount equal to this guaranteed stater,

(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.

Administrative Capacity.

(a) For the purposes of said section 31-58 (I), remployee employed in a bona fide administrative capacity' means any employee (I) whose primary only constant of either (A) the performance of office or normanual 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 aductational establishment or stitution, or of a department or subdivision thereof, in work directly related to the academic instruction of which is a second regularly exercises discribed and independent pudgement, 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 second 31-60-15 or (B) who performs under only general superinson work along specialized or technical times requiring special training, experience or knowledge.

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 workwest to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this soction; and (5)(A) who is compensated for his services an a salary of fee basis at a rate of not less than four hundred delars per week exclusive of board, lodging, or other facilities, or (8) who, in the case of academic administrative personnel, is compensated for his services as required by subpravagasis (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 his is employed; provided an employee who is compensated on a salary or he basis all a rate of not loss than four hundred eventy-five oldeas per week and those primary duly consists of the performance of work described in subdivision (1) of the sacet of the control includes work requiring the exercise of describion 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 paymont of an agreed sum for the accompistment 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 sense 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 sot 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

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

(3) 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 primary the invention, imagination or talent of the emptoyse

(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 action's system or educational establishment or instruction by which he

(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 rousine mental, manual, mechanical or physical work, and is official 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

inclusive, of this section, and

(5) who is compensated for his services on a salary or les 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 becase 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 internable or resident program pursuant to the practice of medicine and is engaged in the practice of medicine and it engaged in the practice of medicine and it engaged in the practice of medicine and it of the precision of the provided in subdivision (1) (C) of this section, and provided an employee who is componsated on a salary or the basis at a rate of not less than flour hundred sevently dollars per week accusive of board, logging or other faculties, such or of work requirements of the section and judgement, or of work requirements of basic solar and propried field of artistic endeavor, that the deemed to meet all of the requirements of this section.

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

(c) Fee basis* means the paymont of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee being a payment shall be permitted only for jobs which are vinue in nature rethor than for a series of jobs which are repeated an indefinite number of times and for which payment on an identicel basis is made on which payment on an identicel basis is made on any payment on a fee basis that amount to e rate of not less than the rate set forth in subsection (a) of this section.

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

\$15.69 per hour effective 1-1-2 through 12-31-2024 (P.A. 19-4)

OVERTIME - ONE A ONE-HALF TIMES T EMPLOYEES REGULAR RATE PAY AFTER 40 HOURS PER WE FOR EXCEPTIONS - SEE SECTION 31-761 OF THE CONNECTICUT GENERAL STATUTES.

MINORS UNDER 18 YEARS OF A EMPLOYED BY THE STATE OR POLITIC SUBDIVISION THEREOF MAY BE PAID & OF THE APPLICABLE MINIMUM WAGE

NINORS UNDER 18 YEARS OF .
EMPLOYED IN AGRICULTURE MAY BE F
85% OF THE APPLICABLE MINIMUM W.
MINORS EMPLOYED BY AGRICULT
EMPLOYERS WHO DID NOT DURING
PRECEDING CALENDAR YEAR EMF
EIGHT OR MORE WORKERS AT THE S
TIME SHALL BE PAID A MINIMUM WAGI
NOT LESS THAN 70% OF THE MINI
WAGE AS DEFINED IN SECTION 3
MINORS IN OTHER EMPLOYMENT .
SECTION 31-60-6

Thomas Wydra: Delector Vivige and Workplace Standards Discool



NOTICE

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

Covered Employers

Each employer with one or more 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 DITER)
- 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 300 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: https://portal.ct.gov/CHRO

CHRO link "How to File a Discrimination Complaint":

https://portal.ct.gov/CHRO/Complaint-Process/Complaint-Process/How-to-

File-a-Discrimination-Complaint

DOI

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:

https://www.ctdol.state.ct.us/wgwkstnd/forms-wwsInstruct.htm





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/.



CONNECTICUT DEPARTMENT OF LABOR

200 Folly Brook Boulevard, Wethersfield, CT 06109
PLEASE POST
IMPORTANT NOTICE FOR WORKERS



MINNEAPOLIS COLLEGE OF ART & DESIGN 2501 STEVENS AVENUE SOUTH MINNEAPOLIS, MN 55404 Employer Account Number: 08-44037-0-00

Liability Began Date: 01/01/2025

www.ct.gov/ReEmployCT

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. Make sure the packet has the Employer Account Number on it.
- 2. As soon as possible, file a claim for benefits online by visiting the Connecticut Department of Labor's website at www.filectui.com. 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, visit our website at www.filectui.com and click the blue button to "File or Reopen Your Unemployment Claim". You may also visit your nearest American Job Center if you need assistance with filing your unemployment claim. Please visit www.filectui.com for your nearest American Job Center location.

State Labor Commissioner
Administrator, Unemployment Compensation Act