CONNECTICUT STATE ADDENDUM

This addendum to the MCAD Handbook (the “Connecticut Addendum”) applies to all eligible employees working in the state of Connecticut. The Connecticut Addendum modifies and supersedes some, but not all, of the policies set forth in the Handbook. To the extent there are any inconsistencies between the Handbook and the Connecticut Addendum, the terms of the Connecticut Addendum shall control. If you have any questions regarding the application of the Connecticut Addendum, please contact Human Resources.

The College will provide employees with all required state notices and posters.

Equal Opportunity Employment

In addition to the protected classifications outlined in our general Equal Employment Opportunity policy, the College also prohibits any form of discrimination or harassment based on marital or civil union status, or status as a victim of domestic violence in accordance with state law.

Jury Duty

Connecticut employees serving on trial or grand jury will be paid their regular wages for their first five (5) days of jury duty.

Voting Leave

The College will provide employees with two hours of unpaid time off to vote on an election day. Employees wishing to use this time off must request leave at least two working days before the election.

Domestic Violence Leave

Connecticut employees are entitled to reasonable leave in order to: (1) seek attention for injuries caused by domestic violence, including for a child who is a victim of domestic violence, provided the employee is not the perpetrator; (2) obtain services including safety planning from a domestic violence agency or rape crisis center, as a result of domestic violence; (3) obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is a victim of domestic violence, provided the employee is not the perpetrator; (4) take other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or (5) obtain legal services, assist in the prosecution of the offense, or otherwise participate in legal proceedings in relation to the incident or incidents of domestic violence.

Within a reasonable time after the absence, employees may be required to provide a certification to the College explaining the absence.

Connecticut Family and Medical Leave

Connecticut employees who have worked for the College for at least three (3) months immediately prior to the request for leave under this policy may be eligible to take up to twelve (12) weeks of unpaid state FMLA leave during any twelve (12) month period to care for a newborn or newly placed foster child or for a spouse, child, or parent who has a serious health condition. Employees will be required to use, accrued paid vacation, personal, or sick leave before unpaid leave begins.

State FMLA will run concurrently with federal FMLA, all other applicable leave laws, and MCAD leave and paid time off policies as permitted by law.

MCAD abides by all other FMLA requirements, which is outlined in the general Handbook. Connecticut employees should contact Human Resources with any questions related to their state FMLA rights.

Connecticut Paid Leave

Connecticut Paid Leave (“CTPL”) is funded through employee payroll deductions. Employees who have been employed by the College and earned at least $2,325 during the highest earning quarter in the first four (4) of the last five (5) quarters, and who have been employed by a covered employer in the previous twelve (12) weeks may be eligible to take up to twelve (12) weeks of paid leave in a twelve (12) month period for birth; adoption; foster care placement; caring for the employee’s own or a family member with a serious health condition; serving as an organ or bone marrow donor; qualifying exigency related to a spouse, child, or parent being on active duty; and certain purposes related to the employee being a victim of family violence and sexual assault.

CTPL may be taken as a continuous absence for a qualifying reason or as a reduced or intermittent schedule. Employees must provide at least thirty (30) days' advance notice if the need for CTPL is foreseeable. The College may require employees to take accrued paid time off to substitute for paid leave, if employee is left with at least two (2) weeks available leave. Employees who have worked for the College for at least three (3) months will be restored to the same or an equivalent position with the same pay, benefits, and conditions of employment.

Connecticut employees should contact Human Resources with any questions related to CTPL or of their intent to take CTPL. Employees may also contact the state directly at ctpaidleave.org for additional information.

Pregnancy Leave

Employees are entitled to an unpaid leave of absence for a disability resulting from pregnancy. However, the College may not require an employee to take a leave of absence if reasonable accommodation can be provided instead of taking leave.

An employee who has taken pregnancy leave, upon signaling their intent to return, is entitled to reinstatement either to the employee's original job or an equivalent position with equivalent pay, accumulated seniority, retirement, fringe benefits, and other service credits. However, reinstatement is not required if the College’s circumstances have changed so that reinstatement would be impossible or unreasonable.