

MEMO



TO: Field and Part-Time Associates
FROM: Office Management
DATE: 8/24/2023, Revised: 1/9/2024, Revised: 1/1/2025
RE: Connecticut Accrued Paid Sick Leave

Connecticut employees will accrue sick leave at the rate of not less than one hour for every 30 hours worked, beginning at the commencement of employment.

Employees may not accrue more than forty (40) hours / five (5) days of sick leave during each calendar year. Accrued, but unused sick time shall carry over to the following year up to 40 hours. Employees may not use more than 40 hours of paid sick leave per year,

All employees may utilize accrued leave upon the completion of their 120th calendar day of employment from the date of hire.

Leave under this policy may be used in connection with the diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or the employee's family member. "Family member" for purposes of this policy includes a spouse, registered domestic partner and child (regardless of the child's age). Leave under this policy may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid or medical attention, obtain services or counseling, or participate in safety planning. Closure by order of a public health official, due to a public health emergency, of the employer's place of business, a family member's school, or a family member's place of care due, and a determination by an employer of the employee, an employer of an employee's family member, a health authority with jurisdiction, or a health care provider that an employee or the employee's family member poses a risk to the health of others due to the employee's or family member's exposure of a communicable illness.

When possible, employees should notify their supervisor in advance (no less than one hour) of their need to use available sick leave. Sick pay will be paid out at the employee's normal hourly pay rate.

Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.

Accrued but unused sick leave will not be paid upon termination.

Employees will need to fill out the Time Away Request form.

For more information you can go to www.ctdol.state.ct.us, call (860) 263-6790 or email jennifer.devine@ct.gov or heidi.lane@ct.gov