

MEMO



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

Connecticut employees will accrue sick leave at the rate of not less than one hour for every 40 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 680th hour of employment from the date of hire, unless the employer agrees to an earlier date. A employee 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.

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.

When possible, employees should notify their supervisor in advance (no less than one hour) of their need to use available sick leave. A doctor's statement may be requested by the employee's supervisor after 3 or more consecutive days absence. 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 attached Time Away Request form and send to Human Resources. The form may be emailed to hr@apolloretail.com or faxed to (800) 783-5540.

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