

CT Paid Leave Claim Process

STEP 1

NEW CLAIM SUBMISSION

Claims for income-replacement benefits should be submitted 30 days in advance for foreseeable leaves and as soon as practicable for unforeseen leaves. You will be able to submit a claim beginning December 1st by accessing your account online or by submitting your application via email, phone, fax or mail.

STEP 2

EMPLOYER VERIFICATION

Employment information will be requested to validate eligibility and determine appropriate claim payments. Return of information should be as soon as possible after filing your claim, but no later than 10 calendar days from new claim submission or the first date of absence, whichever is later. You will be provided with an employment verification form to present to your employer for completion.

- Date of hire
- Typical work days
- Scheduled work hours
- Other income - Paid sick time, Paid time off, etc.

STEP 3

SUPPORTING DOCUMENTATION

Required documentation should be submitted as soon as possible after filing your claim, but no later than 15 calendar days from new claim submission or the first date of absence, whichever is later.

Refer to the Do I Qualify section below to see a list of required documents by qualifying circumstance.

STEP 4

CLAIM DECISION

A claim decision will be made within 5 business days of receipt of all completed information. Decisions will be communicated based on claimant preference (e.g., telephone call, email, letter, portal).

STEP 5

PAID LEAVE BENEFITS

Benefits are issued weekly on Tuesday and are paid 2 weeks in arrears. Payments will be made through electronic fund transfers (EFT) or with a debit card.

Example: CT Paid Leave benefits pay able for the period of January 9 through January 15 will be issued on Tuesday, January 25.