

NOTICE OF CT PAID SICK LEAVE

Effective January 1, 2025

The University of Hartford complies with the requirements of the Connecticut Paid Sick Leave law by providing up to 40 hours of paid sick leave per benefit year to qualifying employees. This policy sets forth the parameters regarding accrual and use of paid sick leave.

Covered Employees

All employees are covered by the paid sick leave law, including full and part time faculty and staff, adjunct faculty, temporary and per-diem staff, and student employees, EXCEPT:

- Seasonal Employees – those employees who work only 120 days or less per year; and
- Employees who are members of construction related tradesperson employee organizations that are part of a multi-employer health plan maintained pursuant to one or more collective bargaining agreements between a construction-related tradesperson organization(s) and employer.

Basics

- Current employees – are provided the forthcoming year's entitlement at the beginning of each benefit year (please see Personal Days Policy in the Employment Manual)
- Employees hired after January 1, 2025 – will be provided 40 hours upon hire, and will be provided the forthcoming year's entitlement at the beginning of each benefit year
- While the University will be providing the forthcoming year's entitlement at the beginning of each benefit year, for purpose of the CT Paid Sick Leave law, the calculation for the accrual rate is at a rate of 1 hour of paid sick leave for every 30 hours worked, up to a maximum benefit of 40 hours per year
- The "benefit year" is July 1st through June 30th
- An employee shall be entitled to the use of accrued paid sick leave 120 calendar days after their date of hire
- Employees may use accrued paid sick leave in 1-hour increments

Carryover

- Each employee will be provided the forthcoming's year entitlement at the beginning of the benefit year.

Use of Leave

1. An employee may use paid sick leave for his/her/their own:
 - a. Illness, injury or health condition;
 - b. The medical diagnosis, care or treatment of his/her/their mental or physical illness, injury or health condition;
 - c. Preventative medical care; or
 - d. Mental health wellness day
2. An employee may use paid sick leave for a family member's:
 - a. Illness, injury or health condition;
 - b. The medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or
 - c. Preventative medical care
3. An employee may use paid sick leave for closure by order of a public official, due to a public health emergency, of either:
 - a. An employer's place of business; or
 - b. A family member's school or place of care
4. An employee may use paid sick leave when a health authority, the employer of the employee or the employee's family member, or a health care provider determines that the employee or the employee's family member poses a risk to the health of others because of exposure to a communicable disease.

5. An employee may use paid sick leave if the employee or the employee's family member is a victim of family violence or sexual assault:
 - a. For medical care or psychological or other counseling for physical or psychological injury or disability;
 - b. To obtain services from a victim services organization;
 - c. To relocate due to such family violence or sexual assault;
 - d. To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault

“Family member” – means spouse, sibling, child, grandparent, grandchild, or parent of an employee, or an individual who is related to the employee by blood or by an affinity whose close association the employee can show to be equivalent to those family relationships.

Pay

Employees will be paid for the use of sick leave at a rate of pay equal to the greater of either:

- The normal wage for that employee; or
- The minimum fair wage rate under the Connecticut General Statutes, sec. 31-58 in effect for the pay period during which the employee used paid sick leave.

Notice and Documentation

Employees are not required to provide advance notice before using paid sick leave. The employer is prohibited from requiring an employees to provide any documentation that paid sick leave is being taken for a reason covered by the paid sick leave law.

There are times when notice and documentation will be required if the employee's absence(s) are due to a qualifying reason under an applicable state or federal law, including the CT Family and Medical Leave Act (CTFMLA). Paid sick leave and the CTFMLA may run concurrently, and if so, the requirements of the CTFMLA must be adhered to by both the employee and the employer.

Separation

If an employee has unused paid sick leave/personal days at the time of separation, the employer will follow its regular policy regarding pay out of paid time off.

Please note, the University does not pay out personal days at time of separation.

Recordkeeping

Employers must track and keep records of hours worked and paid sick leave accrued and used for every employee as part of its normal record-keeping obligations.

Prohibition of Retaliation and Discrimination

Retaliatory personnel actions or discrimination are prohibited because the employee:

- Requests or uses paid sick leave in accordance with the law; or
- In accordance with the employer's own paid sick leave policy, as the case may be; or
- Files a complaint with the CT Department of Labor alleging the employer has violated the law

Complaints

Any employee aggrieved by a violation of the provisions of the law may file a complaint with the CT Department of Labor. Employees may file a complaint on the CT Department of Labor website:

https://portal.ct.gov/dol/divisions/wage-and-workplace-standards/wage-complaint?language=en_US