Your Employee Rights Under the **Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a

 The birth, adoption or foster placement of a child with you. Your serious mental or physical health condition that makes you

To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness <u>may</u> take up to 26 workweeks of FMLA leave in a single 12-month period to care

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA eave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need

Am I eligible to take FMLA leave?

- You are an eligible employee if all of the following apply: You work for a covered employer,
- You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of you

Airline flight crew employees have different "hours of service" You work for a covered employer if one of the following applies

 You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar You work for an elementary or public or private secondary school, You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel

How do I request FMLA leave? Generally, to request FMLA leave you must:

Follow your employer's normal policies for requesting leave, · If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer may request certification from a health care provider

to verify medical leave and may request certification of a qualifying

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions by the law but are subject to the jurisdiction of the U.S. Office of

What does my employer need to do? If you are eligible for FMLA leave, your employer must:

· Allow you to take job-protected time off work for a qualifying Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical iob with shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether

 \mathbf{you} are $\mathbf{eligible}$ or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD



EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

any employee or job applicant to take a lie detector test, and from

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice **EXAMINEE** before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons

assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT





Who is Protected? What Types of Employment Discrimination are Illegal?

E-Mail info@eeoc.gov

Discrimination is Illegal

EMPLOYMENT

On the basis of

ancestry genetic information learning disability marital status

intellectual disability

national origin physical disability sex, including pregnancy, sexual harassment, transgender

status, gender identity or expression, sexual orientation

past or present history of mental disability

or civil union status workplace hazards to reproductive systems criminal record (in state employment and licensing) Veteran status

classifying

discharging laying off compensating

terms and conditions employment agencies

labor organizations

West Capitol Region Capitol Region Eastern Region

breastfeeding in a place of public accommodation familial status (in housing)

HOUSING & PUBLIC

ACCOMMODATIONS

On the basis of

lawful source of income learning disability marital status mental disability intellectual disability national origin physical disability

religious creed sex, transgender status, gender identity or expression, sexual orientation or civil union status use of a guide dog/training a guide dog

rentals and sales of public and private housing

CREDIT TRANSACTIONS

blindness learning disability

marital status intellectual disability national origin physical disability

religious creed sex, transgender status, gender identity or expression, sexual orientation or civil union status

860-566-7710

860-886-5707

860-541-3459

860-566-1997

860-886-2550

any credit transactions

services rendered the public

If you believe you have experienced illegal discrimination, the CT Commission on Human Rights will investigate without cost to you. It is illegal for anyone to retaliate against you for filing a complaint. Connecticut Commission on Human Rights & Opportunities 350 Fairfield Avenue, Bridgeport, CT 06604 203-579-6246 203-579-6246 203-579-6950 55 West Main Street, Suite 210, Waterbury, CT 06702 203-805-6579 203-805-6579

450 Columbus Blvd., Suite 2, Hartford, CT 06103 860-566-7710 100 Broadway, Norwich, CT 06360 860-886-5703 450 Columbus Blvd., Suite 2, Hartford, CT 06103 website: www.ct.gov/CHRO

This notice provides general information about Connecticut law and is not to be considered an equivalent of the complete text

Attention: Connecticut Employers

Re: Unemployment Compensation

DISPLAY OF POSTERS

All liable employers must display a poster furnished by the CT Department of Labor, UI Division to inform workers that their employer is covered by the Connecticut Unemployment Compensation Law (Form Connecticut UC-8). Posters may be obtained from the Employer Status Unit, telephone number 860-263-6550. There may also be additional UI employer reporting requirements which can be determined by speaking with a representative at 860-263-6550



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative) participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

83707

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov



SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by The Connecticut Discrimination Employment Practices Act, and Title VII of the Civil Rights Act of 1964

Sexual harassment means: "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(2) Submission to or rejection of such conduct by an individual is used as the basis

for employment decisions affecting such individual; or (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Individuals who engage in acts of sexual harassment may be subject to civil and

Examples of Sexual Harassment	Remedies For Sexual Harassment
Unwelcome sexual advances	Cease and desist orders
 Suggestive or lewd remarks 	Back pay
 Unwanted hugs, touches, or kisses 	 Compensatory damages
 Requests for sexual favors 	 Hiring, promotion or reinstatemen
Retaliation for complaining about sexual harassment	Emotional distress damages

Connecticut law requires that a written complaint be filed with the Commission within 300 days of the date the alleged harassment for events occurring on or after October 1, 2019. For harassment occurring before October 1, 2019, complaints must be filed within 180 days of the

• Derogatory or pornographic posters,

cartoons or drawings

If you feel you have been discriminated against, contact the Connecticut Commission on Human Rights and Opportunities at 860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

The law requires employers to display this poster where employees can readily see it.

certain work hours restrictions. Different rules apply in agricultural employment

based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. breast milk for their nursing child for one year after the child's birth each time the employee needs

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties fo each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penaltiles may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in

> Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. • Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two pay protections and correctly classified independent contractors are not.





Health Insurance is Complicated.

Don't Worry Alone



Free, Expert Assistance &

Insurance Denials & Appeals,

Any type of health coverage - Commercial, Medicare, HUSKY & others

There's help. Call: 1.866.466.4446 Visit: ct.gov/oha

elated to an employee or job applicant's pregnancy, childbirth

applicant because of her pregnancy, childbirth or other relate

• Terminating employment because of pregnancy,

6-8 week recovery period after birth)*

Denying reasonable leave of absence for disability due

to pregnancy (e.g., doctor prescribed bed rest during

Denying disability or leave benefits accrued under

Failing to reinstate employee to original job or

Limiting, segregating or classifying the employee in a

Discriminating against her in the terms or conditions

*Note: There is no requirement that the employee be employe

An employer must provide a reasonable accommodation to a

easonable accommodations include, but are not limited to:

• Time off to recover from childbirth (prescribed by a

Break time and appropriate facilities (not a bathroom

· Failing to make reasonable accommodation (and is not

Denying job opportunities to employee or job applicant

because of request for reasonable accommodation

by denying a reasonable accommodation due to pregnancy.

employee or job applicant due to her pregnancy, childbirth

r needing to breastfeed or express milk at work

Being permitted to sit while working

More frequent or longer breaks

Assistance with manual laborate

Periodic rest

Job restructuring

· Light duty assignments

hazardous work

· Modified work schedules

Doctor, typically 6-8 weeks)

Denial of Reasonable Accommodation

a certain length of time prior to being granted job protected

childbirth or related condition

equivalent position after leave

eave of absence under this law.

Prohibition of Discrimination

Representation

Billing Errors, and Access to Care

Office of the Advocate STATE OF CONNECTICUT

Forcing employee or job applicant to accept a reasonable

that the accommodation would require a significant difficulty or expense in light of its circumstances.

January 28, 2018; to an existing employee within 10 days after

Employers are prohibited from retaliating against an employee because

Employers must post or provide this notice to all existing employees

she notifies the employer of her pregnancy or related conditions; and to r

the essential duties of job

CHRO main number: 860-541-3400

DOL phone number: 860-263-6791

CHRO link "How to File a Discrimination Complaint":

accommodation when she has no known limitation relate

EMPLOYEE RIGHTS

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek. CHILD LABOR in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may

to express breast milk. Employers must provide a place, other than a bathroom, that is shielded employee to express breast milk.

> the death or serious injury of any minor employee, and such assessments may be doubled when discharging workers who file a complaint or participate in any proceeding under the FLSA. pay provisions. Certain narrow exemptions also apply to the pump at work requirements

· Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Lab





Email: Healthcare.Advocate@ct.gov

Connecticut General Statutes §§ 46a-60(a), (b)(7), (d)(1)

Pregnancy Discrimination and Accommodation in the Workplace

Healthcare

Sec. 31-60-1. Piece rates in relation to time rates or incentive pay plans, including a) Definitions. For the purpose of this regulation, "piece rates" means an established rate per uni f work performed without regard to time required for such accomplishment. "Commis means any premium or incentive compensation for business transacted whether based on per centum of total valuation or specific rate per unit of accomplishment. "Incentive plan" means any

etc., based upon the amount of results produced, where the payment is in accordance with a empensated for his services in accordance with an incentive plan in such form as to enable such nsation to be translated readily into terms of average hourly rate on a weekly basis for each

PAY AFTER 40 HOURS PER WEEK, FOR EXCEPTIONS - SEE SECTION 31-76; OF THE

MINORS UNDER 18 YEARS OF AGE EMPLOYED BY THE STATE OR POLITICAL

MINORS UNDER 18 YEARS OF AGE EMPLOYED IN AGRICULTURE MAY BE

PAID 85% OF THE APPLICABLE MINIMUM WAGE. MINORS EMPLOYED BY AGRICULTURAL EMPLOYERS WHO DID NOT, DURING THE PRECEDING

CALENDAR YEAR, EMPLOY EIGHT OR MORE WORKERS AT THE SAME TIME

WAGE AS DEFINED IN SECTION 31-58. MINORS IN OTHER EMPLOYMENT - SEE

(c) Piece rates in relation to time rates. (1) When an employee is compensated solely at piece rates he shall be paid a sufficient amount at piece rates to yield an average rate of at least the minimum fair wage established by subsection (i) of section 31-58 of the Connecticut General Statutes for each hour worked in any week, and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked. (2) When an employee is compensated at piece rates for certain

hours of work in a week and at an hourly rate for other hours, the employee's hourly rate shall be at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes and his earnings from piece rates shall average at least the minimum fair wage stablished by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour orked on piece rate for that work week, and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked. (3) When an employee is employed at a combination of hourly rate and piece rate for the same hours of work (i.e., an incentive pay plan superimposed upon an hourly rate or a piece rate coupled with a minimum hourly guarantee), the employee shall receive an average rate of at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes an hour for each hour worked in any week and the wage paid to such employee shall be not less than the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes for each hour worked. (d) Commission. (1) When an employee is compensated solely on a commission basis, he shall be aid weekly an average of at least the minimum fair wage established by subsection (j) of section 11-58 of the Connecticut General Statutes per hour for each hour worked. (2) When an employee

is paid in accordance with a finding for a base rate plus commission, the wage paid weekly to the employee from these combined sources shall equal at least an average of the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes an hour for each hour worked in any work week. All commissions shall be settled at least once in each month in full. When earnings are derived in whole or in part on the basis of an incentive plan other than those defined herein, the employee shall receive weekly at least the minimum fair wage established by subsection (j) of section 31-58 of the Connecticut General Statutes per hour for each hour worked in the work week, and the balance earned shall be settled at least once monthly

the employee from a quest, patron or customer for service rendered. (a) Unless otherwise prohibited by statutory provision or by a wage order gratuities may be sually constituted and have been recognized as part of his remuneration for hiring purposes and

ecorded on a daily, weekly, or bi-weekly basis in a wage record, even though payment is made (3) each employer claiming credit for gratuities as part of the minimum fair wage paid to any exceed the allowance hereinafter provided, was received by the employee. received by the service employee, including gratuities, together with other authorized allowances represents a payment of not less than the minimum fair wage established by subsection (i) of

Sec. 31-60(b) The Labor Commissioner shall adopt such regulations, in accordance with the provisions of chapter 54, as may be appropriate to carry out the purposes of this part. Such egulations may include, but are not limited to, regulations defining and governing an executive. administrative or professional employee and outside salesperson; learners and apprentices, their number, proportion and length of service; and piece rates in relation to time rates; and shall recognize, as part of the minimum fair wage, gratuities in an amount (1) equal to twenty-nine and three-tenths per cent, and effective January 1, 2009, equal to thirty-one per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to thirty-four and six-tenths per cent of the num fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal who customarily and regularly receive gratuities. (2) equal to eight and two-tenths per cent, and effective January 1, 2009, equal to eleven per cent of the minimum fair wage per hour, and effective January 1, 2014, equal to fifteen and six-tenths per cent of the minimum fair wage per hour, and effective January 1, 2015, and ending on June 30, 2019, equal to eighteen and one-half per cent of the minimum fair wage per hour for persons employed as bartenders who customarily and regularly receive gratuities, and (3) not to exceed thirty-five cents per hour in any other industry, and shall also recognize deductions and allowances for the value of board, in the amount of ighty-five cents for a full meal and forty-five cents for a light meal, lodging, apparel or other ns or services supplied by the employer; and other special conditions or circum may be usual in a particular employer-employee relationship. The commissioner may provide, in such regulations, modifications of the minimum fair wage herein established for learners and ases as the commissioner finds appropriate to prevent curtailment of employment opportunities avoid undue hardship and safeguard the minimum fair wage herein established. Regulations in effect on July 1, 1973, providing for a board deduction and allowance in an amount differing from that provided in this section shall be construed to be amended consistent with this section.

Sec. 31-60-3. Deductions and allowances for reasonable value of board and lodging was Sec. 31-60-4. Physically or mentally handicapped employees [This regulation defines a "physically or mentally handicapped person" as a person whose earning apacity is impaired by age or physical or mental deficiency or injury and provides guidelines for

(a) For the purposes of this regulation, "minor" means a person at least 16 years of age but not ver 18 years of age. To prevent curtailment of employment opportunities for minors, and to provide a reasonable period during which training for adjustment to employment conditions may be accomplished, a minor may be employed at a modification of the minimum fair wage established y subsection (i) of section 31-58 of the general statutes, but at not less than 85% of the minimum wage, for the first 200 hours of employment. When a minor has had an aggregate of two hundred hours of employment, he may not be employed by the same or any other employer at less than *This subsection is amended by P.A. 19-4, An Act Increasing the Minimum Fair Wage. CGS

Sec. 31-58(i)(5). The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall e equal to the minimum fair wage thereafter, except in institutional training programs specifically (b) In addition to the records required by section 31-66 of the 1969 supplement to the general statutes, each employer shall obtain from each minor to be employed at a modification of the minimum fair wage rate as herein provided, a statement of his employment prior to his date of accession with his present employer. Such statement of prior employment, supplemented by the present employer's record of hours worked by the minor while in his employ, will be deemed

Ref.: Connecticut Statutes, Sec. 31-66

Connecticut General Statutes §§ 31-57r - 31-57w - Paid Sick Leave

Fach employer with 50 or more employees based on the number of employees on its payroll for the week containing October

worker's date of employment The accrual is at a rate of one hour of paid sick leave for each 40 hou worked by a service worker up to a maximum of 40 hours per year (the employer shall choose any 365-day period used to calculate employer

maximum number of accrued hours Each service worker shall be entitled to carry over up to 40 unus accrued hours of paid sick leave from the current year period to the Use of Paid Sick Leave

• if hired after January 1, 2012, upon the completion of the Any employee aggrieved by a violation of these statutes may file a complain service worker's 680th hour of employment from the date of with the Connecticut Commission on Human Rights and Oppor (CHRO). Complainants have 300 days from the date of the alleged act of hire, unless the employer agrees to an earlier date. scrimination, in which to file a complaint. It is illegal for anyone to retal service worker shall not be entitled to the use of accrued paid sic leave if such service worker did not work an average of 10 or more ours a week for the employer in the most recent complete calenda

Each employer shall pay each service worker for paid sick leave at ay rate equal to the greater of either · the normal hourly wage for that service worker, or the minimum fair wage rate under section 31-58 of the nally, women who are denied the right to breastfeed or express m general statutes in effect for the pay period during which the at work, or are discriminated or retaliated against for doing so, may also file Reasons for Use of Leave

> illness, injury or health condition; the medical diagnosis, care or treatment of his or her m illness or physical illness, injury or health condition; preventative medical care: or mental health wellness day service worker may use paid sick leave for a child's or spouse's illness, injury or health condition; the medical diagnosis,

A service worker may use paid sick leave for his or her own:

• care or treatment of a mental or physical illness, injury of service worker may use paid sick leave if the service worker or th service worker's child or ward is a victim of family violence or sexua · for medical care or psychological or other counseling f

physical or psychological injury or disability;

, shall provide paid sick leave annually to each of its service workers in the state. The paid sick leave shall accrue beginnin January 1, 2012, for current employees, or for a service worker hired after January 1, 2012, beginning on the service

• No service worker shall be entitled to use more than the If leave is foreseeable, the employer may require advance notice If leave is unforeseeable, the employer may require notice as soon

to obtain services from a victim services organization

to relocate due to such family violence or sexual assault

Documentation for paid sick leave of 3 or more consecutive work d

attorney, a police officer or other counselor involved with t

service worker or service worker's child or ward shall I

considered reasonable documentation for a victim of far

files a complaint with the Labor Commissioner alleging the

· to participate in any civil or criminal proceedings related to

may be required A service worker shall be entitled to the use of accrued paid si the service worker or the service worker's child or spo leave upon the completion of the service worker's 680th hour of indicating the need for the number of days of such leave shall be considered reasonable documentation a court record or documentation signed by a service worke volunteer working for a victim services organization,

violence or sexual assault

No employer shall take retaliatory personnel action or discrir against an employee because the employee requests or uses paid sick leave either in accordance with t • in accordance with the employer's own paid sick leave policy, a

employer's violation of the act Nothing in the act shall diminish any rights provided to any employee service worker under a collective bargaining agreement, or preempt o override the terms of any collective bargaining agreement effective pri

Any employee aggrieved by a violation of the provisions of the law m file a complaint with the Labor Commissioner. Upon receipt of any su complaint, said Commissioner may hold a hearing. After a hearing, Commissioner may assess a civil penalty or award other relief This is not the complete Paid Sick Leave law. Please conta

your Human Resources office for additional information.

(E) Deductions may be made for one or more full days if the employee is absent as a result of a disciplinary suspension for violating a safety rule of major significance. Safety rules of major significance include only those relating to the prevention of serious danger to the employer's (2)(A) No deduction of any kind shall be made for any part of a workweek absence that is (a) For the purpose of this regulation, "travel time" means that time during which a worker is

Connecticut General Statutes.

deductions may only be made in the following five (5) instance

(3) No deduction shall be made for an absence of less than one full day from work unless: (A) The absence is taken pursuant to the federal family and medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or by section 31-51qq-17 of the regulations of (B) The absence is taken pursuant to a bona fide paid time off benefits plan that specifically authorizes the substitution or reduction from accrued benefits for the time that an employee is (d) When at the end of a work day a work assignment at other than his usual place of employment absent from work, provided the employee receives payment in an amount equal to his guaranteed involves, on the part of the employee, travel time in excess of that ordinarily required to travel from his usual place of employment to his home, such additional travel time shall be considered to be

(4) No deduction of any kind shall be made for an absence of less than one week which results from

jury duty, or attendance at a judicial proceeding in the capacity of a witness; or

(B) An employer is permitted to offset payments an employee receives for any of the service: described in this subdivision against the employee's regular salary during the week of such

frequent basis, regardless of the number of days or hours worked, which amount is not subject

mount has been the subject of an employer advisement as required by section 31-71f of the

(1) Although the employee need not be paid for any workweek in which he performed no work.

(A) During the initial and terminal weeks of employment, an employer may pay a proportionate part

(B) Deductions may be made for one or more full days if the employee is absent for personal

(C) Deductions may be made for one or more full days of sickness or disability provided the

employee's salary after sickness or disability leave has been exhausted which has been disclosed to

(D) Deductions may be made for absences of less than one full day taken pursuant to the federal

family medical leave act, 29 USC 2601 et seq., or the Connecticut family and medical leave act, section 31-51kk et seq., of the Connecticut General Statutes, as permitted by 29 CFR 825.206 or

the employee in accordance with section 31-71f of the Connecticut General Statutes

by section 31-51qq-17 of the regulations of Connecticut state agencies; or

leduction is made pursuant to a bona fide plan, policy or practice of making deductions from an

Sec. 31-60-15. Employee in bona fide Administrative Capacity. (a) For the purposes of said section 31-58 (f), "employee employed in a bona fide administrative capacity" means any employee (1) whose primary duty consists of either: (A) the performance of office or nonmanual work directly related to management policies or general business operations of his employer or his employer's customers, or (B) the performance of functions in the therein; and (2) who customarily and regularly exercises discretion and independent judgment; and (3) (A) who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, as such terms are defined in section 31-60-14 and 31-60-15, or (B) who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or (C) who executes under only general supervison special assignments and tasks; and (4) who does not devote more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours worked in the workweek to activities which are not directly and closely related to the performance of the work described in subdivisions (1) to (3), inclusive, of this section; and (5) (A) who is compensated for his services on a salary or fee basis at a rate of not less than four hundred dollars per week exclusive of board, lodging, or other facilities, or (B) who, in the case of academic administrative personnel, is compensated for his services as required by

employed; provided an employee who is compensated on a salary or fee basis at a rate of not less than four hundred seventy-five dollars per week, exclusive of board, lodging, or other facilities, and whose primary duty consists of the performance of work described in subdivision (1) of this be deemed to meet all of the requirements of this section. (c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task

subparagraph (A) of this subdivision or on a salary basis which is at least equal to the entrance

salary for teachers in the school system or educational establishment or institution by which he is

regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite number of times and for which payment on an identical basis is made over and over again. Payment on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this

Sec. 31-60-16. Employee in bona fide Professional Capacity.

(a) For the purposes of said section 31-58 (f) "employee employed in a bona fide professional of both wage and hour records as outlined either in whole or in part at a place other than the capacity" means any employee (1) whose primary duty consists of the performance of works an undue hardship on the employer without materially benefiting the inspection acquired by a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes, or (2) is not practical for enforcement purposes. Where permission is granted to maintain wage

(B) work that is original and creative in character in a recognized field of artistic endeavor, as

opposed to work which can be produced by a person endowed with general manual or intellectual

(C) teaching, tutoring, instructing or lecturing in the activity of imparting knowledge while

lity and training, and the result of which depends primarily on the inv

employed and engaged in this activity as a teacher certified or recognized as such in the school system or educational establishment or institution by which he is employed; and (3) whose work is predominantly intellectual and varied in character, as opposed to routine mental manual, mechanical or physical work, and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and (4) who does not devote more than twenty percent of his hours worked in the workweek to activities which are not an essential part of and necessarily incident to the work described in subdivision (1) to (3), inclusive, of this section; and (5) who is compensated for his services on a salary or fee basis at a rate of not less than four shall not apply in the case of an employee who is the holder of a valid license or certificate permitting the practice of law or medicine or any of their branches and who is actually engaged in the practice thereof, or in the case of an employee who is the holder of the requisite academic

degree for the general practice of medicine and is engaged in an internship or resident program

employee who is compensated on a salary or fee basis at a rate of not less than four hundred

rsuant to the practice of medicine or any of its branches, or in the case of an employee

seventy-five dollars per week exclusive of board, lodging or other facilities, and whose primary duty consists of the performance either of work described in subdivision (1) (A) or (C) of this section which includes work requiring the consistent exercise of discretion and judgment, or of work requiring invention, imagination or talent in a recognized field of artistic endeavor, shall be deemed to meet all of the requirements of this section. (b) "Salary basis" [refer to Section 31-60-14.] (c) "Fee basis" means the payment of an agreed sum for the accomplishment of a single task regardless of the time required for its completion. A fee basis payment shall be permitted only for jobs which are unique in nature rather than for a series of jobs which are repeated an indefinite

RESOURCES IN CONNECTICUT



CCa DV DOMESTIC VIOLENCE

Domestic violence is a pattern of coercive, controlling behavior that can include emotional abuse, psychological abuse, physical abuse, sexual abuse, and/or financial abuse. It is the result of a person's feeling of entitlement to have power and control over their partner or family member and their choice to use abusive behaviors to gain and maintain that power and control. The pattern of abusive behavior is designed to make the victim dependent upon the abuser, leaving the victim feeling scared, confused, and insecure about their ability to survive on their own, financially or

If you or someone you know is experiencing an abusive relationship, help is available.



All services are safe, free, confidential & voluntary Safe Connect advocates can help you think through options and get you connected with one of CCADV's 18 local domestic violence organizations for services such as counseling, support groups, advocacy for accessing basic needs, court-based advocacy, age-appropriate child advocacy,

CTSafeConnect.org | 888.774.2900

CALL • TEXT • CHAT • EMAIL • 24/7

IT IS ILLEGAL TO DISCRIMINATE AGAINST SOMEONE BASED ON THEIR STATUS AS A VICTIM OF DOMESTIC VIOLENCE Your employer cannot treat you differently or take actions against you based on your status as a

(ii) Obtaining services including safety planning from a domestic violence or rape crisis center; (iii) Obtaining psychological counseling related to domestic violence, including for a child; (iv) Taking other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or

omestic violence or if you have been dei of absence to deal with issues related to abuse, contact the Connecticut Commission on Human Rights and Opportunities at









Zip Code

State

The State of Connecticut Workers' Compensation Commission office for this workplace is located at:

Zip Code

Zip Code

Revised 10-01-2021

Public Act 17-141 allows an employer the option to designate and post – "in the workplace location where other labor law posters required by the Labor Department are prominently displayed" and on the Workers' Compensation Commission's website [wcc.state.ct.us] - a location where employees must file claims for compensation.

Section 31-294b of the Workers' Compensation Act states "Any employee who has sustained an injury in the course of his employment shall

immediately report the injury to his employer, or some person representing his employer. If the employee fails to report the injury immediately,

the administrative law judge may reduce the award of compensation proportionately to any prejudice that he finds the employer has sustained by

An injury report by the employee is NOT an official written notice of claim for workers' compensation benefits; the Workers' Compensation

If your employer has listed a location below, you MUST file your compensation claim there. When filing your claim, you are also required - by law - to send it by certified mail.

If blank below, ask your employer where to file your claim **Employer Name**

NOTICE TO EMPLOYEES

State of Connecticut Workers' Compensation Commission

reason of the failure, provided the burden of proof with respect to such prejudice shall rest upon the employer."

The Workers' Compensation Act (Connecticut General Statutes Chapter 568) requires your employer,

to provide benefits to you in case of injury or occupational disease in the course of employment

NOTE: You must comply with P. A. 17-141 (see next box, below) when filing a compensation claim.

Commission's Form 30C is necessary to satisfy this requirement.

Name

Address

City/Town

City/Town

Address City/Town

Date Posted:

Approved Medical Care Plan

The INSURANCE COMPANY or SELF-INSURANCE ADMINISTRATOR is:

THIS NOTICE MUST BE IN TYPE OF NOT LESS THAN TEN POINT Any questions as to your rights under the law or the obligations of the BOLD-FACE AND POSTED IN A CONSPICUOUS PLACE IN EACH employer or insurance company should be addressed to the employer, PLACE OF EMPLOYMENT. FAILURE TO POST THIS NOTICE the insurance company, or the Workers' Compensation Commission WILL SUBJECT THE EMPLOYER TO STATUTORY PENALTY (Section 31-279 C.G.S.).

DOL-75 (Rev. 12/23) These Administrative Regulations must be posted and

CONNECTICUT DEPARTMENT OF LABOR WAGE AND WORKPLACE STANDARDS DIVISION

MINIMUM WAGE

\$15.69 per hour effective 1-1-2024 through 12-31-2024

maintained wherever workers covered by this Act are employed.

Minimum wage is annually indexed each year, effective Jan. 1.

(P.A. 19-4)

[This regulation contains the requirements to apply to the Labor Commissioner for a subminimum rate in an occupation which is not apprenticeable.] of the Labor Department may not be employed at less than the minimum wage unless permission

the employer for use in the course of employment but does not include articles of clothing

the employee. An allowance (deduction) not to exceed one dollar and fifty cents per week or

required or permitted to travel for purposes incidental to a performance of his employment but

(c) Deviation from the provisions of this regulation will cancel the modification of the minimum

the actual cost, whichever is lower, may be permitted to apply as part of the minimum fair wage for the maintenance of wearing apparel or for the laundering and cleaning of such apparel when the service has been performed. When protective garments such as gloves, boots or aprons are ecessary to safeguard the worker or prevent injury to an employee or are required in the interest of sanitation, such garments shall be provided and paid for and maintained by the employer without charge upon the employee.

does not include time spent traveling from home to his usual place of employment or return to (b) When an employee, in the course of his employment, is required or permitted to travel for purposes which inure to the benefit of the employer, such travel time shall be considered to be working time and shall be paid for as such. Expenses directly incidental to and resulting from such travel shall be paid for by the employer when payment made by the employee would bring the (c) When an employee is required to report to other than his usual place of employment at the beginning of his work day, if such an assignment involves travel time on the part of the employee in excess of that ordinarily required to travel from his home to his usual place of employment, such additional travel time shall be considered to be working time and shall be paid for as such.

is required by the employer to be on the employer's premises or to be on duty, or to be at the prescribed work place, and all time during which an employee is employed or permitted to work, whether or not required to do so, provided time allowed for meals shall be excluded unless the employee is required or permitted to work. Such time includes, but shall not be limited to, the time when an employee is required to wait on the premises while no work is provided by the employe (b) All time during which an employee is required to be on call for emergency service at a location lesignated by the employer shall be considered to be working time and shall be paid for as such, whether or not the employee is actually called upon to work.

(c) When an employee is subject to call for emergency service but is not required to be at a location esignated by the employer but is simply required to keep the employer informed as to the location

(a) For the purpose of this regulation, "hours worked" include all time during which an employee

working time and shall be paid for as such.

the occupation in which he is employed

rocedures of the labor department, or

to be subject to call but is contacted by his employer or on the employer's authorization directly or indirectly and assigned to duty, working time shall begin when the employee is notified of his (a) For the purpose of this regulation, "true and accurate records" means accurate legible records

ork period, computed to the nearest unit of 15 minutes his total hourly, daily or weekly basic wage; his total wages paid each pay period; 9) such other records as are stipulated in accordance with sections 31-60-1 through 31-60-16. period, will be accepted by the commissioner as substantial evidence for purposes of this section, (10) working certificates for minor employees (sixteen to eighteen years). True and accurate records shall be maintained and retained at the place of employment for a period of 3 years for provided all other requirements of this and other applicable regulations shall be complied with.

4) the total daily and total weekly hours worked, showing the beginning and ending time of each

by each employee shall also be available for inspection in connection with such wage records. employer or exposes him to jeopardy because of his inability to control the accuracy of such entries, a record of total daily and total weekly hours will be approved as fulfilling the record keeping requirements of this section. However, in such cases, the original time entries shall be made by the employee in his own behalf and the time entries made by the employee shall be used

d) The employer shall maintain and retain for a period of 3 years the following information and) his home address;) the occupation in which he is employed his total wages paid each work period:) the date of payment and the pay period covered by payment.

Sec. 31-60-14. Employee in a bona fide Executive capacity. (a) For the purposes of section 31-58 (f) of the general statutes, as amended, "employee employee in a bona fide executive capacity" means any employee (1) whose primary duty consists of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof; and (2) who customarily and regularly directs the work of two or more other employees therein; and (3) who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and

who customarily and regularly exercise discretionary powers; and (5) who does not devote

more than twenty percent, or, in the case of an employee of a retail or service establishment who does not devote as much as forty percent, of his hours of work in the workweek to activities which

are not directly and closely related to the performance of the work described in subdivisions (1) to

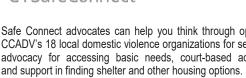
tuition costs, and fees, if any, for such instruction and reimburse the employee for travel exp

trainee program so approved may be terminated at any time by the labor comm proper notice, if he finds that the intent of the program as approved has not been carried out. An

(4), inclusive, of this section; provided this subdivision shall not apply in the case of an employee who owns at least twenty percent interest in the enterprise in which he is employed; and (6) who is compensated for his services on a salary basis at a rate of not less than four hundred dollars if (A) the training period does not exceed six months; and (B) the employee is compensated for his services on a salary basis at a rate not less than three hundred seventy-five dollars per week exclusive of board, lodging, or other facilities during the training period; (C) a tentative outline of the training program has been approved by the labor commissioner; and (D) the employer shall pay

> of the management of the enterprise in which he is employed or of a customarily recognized department or subdivision thereof, and includes the customary and regular direction of the work of two or more other employees therein, shall be deemed to meet all of the requirements of this Wage and Workplace Standards Division

Whether you need information, help, or just someone to talk to, we're here to listen. Connecticut's domestic violence information and resource hub



victim of domestic violence, nor can they deny you reasonable leave of absence for certain issues related to the abuse you or your dependent children have experienced, including: (i) Seeking attention for injuries caused by domestic violence, including for a child;

(v) Obtaining legal services, assisting in the prosecution of the offense, or otherwise participating in legal proceedings in relation to domestic violence. If you feel you have been discriminated against due to your status as a

860-541-3400, CT Toll Free 1-800-477-5737, or online at www.ct.gov/CHRO



on a fee basis shall amount to a rate of not less than the rate set forth in subsection (a) of this