



CT Paid Leave

KEY DATES FOR EMPLOYERS

REQUIRED ACTIONS AND DEADLINES

BY DECEMBER 31, 2020

- Register your business with the CT Paid Leave Authority
- Post the CT PL Poster

JANUARY 1, 2021

- Employers begin withholding employee contributions

MARCH 31, 2021

- 1st quarter payment is due*

JUNE 30, 2021

- 2nd quarter payment is due*

SEPTEMBER 30, 2021

- 3rd quarter payment is due*

JUNE 30, 2021

- 4th quarter payment is due*

**Employee benefit payments begin for
approved paid leave benefit applications on JANUARY 1, 2022!**

** Quarterly payments are due no later than the last business day of the month after the close of the business quarter. Late payments may be subject to penalties.*

ADDITIONAL SUGGESTED ACTIONS FOR EMPLOYERS

- **Assess status of any “1099 contractors”** | Those misclassified should be changed immediately to allow for proper payroll and payroll deductions.
- **Evaluate whether you will seek a private plan alternative** | There are [numerous carriers](#) offering plans.
- **If seeking a private plan, develop and roll out a communication strategy** | Engage your employees on these benefits. Under CT PL, an employer cannot adopt a private plan unless it is approved by a majority of its employees.
- **Evaluate existing personnel policies and forms** | Additions or adjustments should be made effective January 1, 2022 for compliance purposes; including but are not limited to Attendance, Call-Out Procedures, FMLA or CFMLA, Leave of Absence, and Vacation/Sick/PTO policies.
- **Review your performance management and discipline policies** | Ensure they don't penalize an employee for going out on CT PL while meeting the organization's needs for correcting violations, improving poor performance and defining the consequences for continuation of these challenges.
- **Begin training managers** | Several requirements and responsibilities of CT PL will be their tasks to manage.