

## NOTICE OF CONNECTICUT STATE AGENCIES

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### PAID FAMILY & MEDICAL LEAVE INSURANCE AUTHORITY

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#### NOTICE OF INTENT TO REVISE ITS POLICIES AND PROCEDURES RELATING TO AN EMPLOYER'S UTILIZATION OF A PRIVATE PLAN TO MEET THEIR OBLIGATIONS UNDER THE CT PAID LEAVE ACT

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In accordance with sections 1-121 and 31-49o of the Connecticut General Statutes, notice is hereby given that the Board of Directors of the Connecticut Paid Family and Medical Leave Insurance Authority (“hereinafter the CT Paid Leave Authority”) intend to revise the policies and procedures to be followed by employers seeking to meet their obligations relating to the provision of paid leave insurance benefits for employees through a private plan.

The private plan policies and procedures consist of 3 documents:

- Revised Policy & Procedures For An Employer To Use A Private Plan To Meet Its Obligations Under The Connecticut Paid Leave Program, which includes a self-insured plan template and revised plain language guide template;
- **Policy filing guidance notice**, which includes a policy form template for insurers to use when creating paid family and medical leave insurance policy forms for submission to the Connecticut Insurance Department; and
- **Policy form checklist**, which is to be completed and submitted with the policy form template.

These documents detail the requirements for insured policies and self-insured plans; update the application process, including simplifying the obligations of employers that have already received provisional approval for their plans; explain the obligations and potential penalties relating to plan terminations; and outline the record keeping requirements and audit process.

To request a copy of the three private plan policies and procedure documents, please email [erin.choquette@ct.gov](mailto:erin.choquette@ct.gov), including “Private Plan Policies and Procedures” in the subject line.

To submit comments regarding the proposed private plan policies and procedures documents, please email [PFMLIAComments@ct.gov](mailto:PFMLIAComments@ct.gov). All written comments regarding these documents must be submitted by October 21, 2021.

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