



City of Waterbury

Department of Human Resources - and - Education Human Capital Office

This notice is intended to inform City of Waterbury and Waterbury Board of Education employees about the Connecticut Paid Sick Leave Law (“the Law”), a new law that takes effect on January 1, 2025.

The Law provides up to 40 hours of paid sick leave per benefit year. The City of Waterbury already complies with many of the requirements in the Connecticut Paid Sick Leave Law, as it provides more than 40 hours of paid sick leave per benefit year to full-time employees. However, because of the Law’s requirements, some changes will be made to the City’s application and administration of paid sick leave.

The City will apply the Law to existing collective bargaining agreements and/or current City policies or practice as follows.

All employees are covered by the new Law with the exception of seasonal employees. Seasonal employees are defined as those employees who work only 120 days or less per year.

This definition of a covered employee under the Law expands paid sick leave to part-time and temporary City employees, which constitutes a change from our current practice.

Some basics under the Connecticut Paid Sick Leave Law include the following:

- Current part-time and temporary employees will begin accruing sick leave on January 1, 2025, at a rate of 1 hour earned for every 30 hours actually worked. The City’s current accrual rate for full-time employees of 1.25 days per month will remain unchanged, as this meets the accrual requirement under the Law.
- Current certified education staff who receive their sick leave frontloaded at the beginning of the school year pursuant to Connecticut General Statutes 10-156, will not receive additional sick time until July 1st, with the following limited exceptions:
 1. Unless already out on a leave of absence on (and continuing after) January 1, 2025, any teacher with less than 24.75 hours in their sick bank on January 1, 2025, will receive one-time additional hours to bring them up to a maximum of 24.75 hours to comply with the mid-benefit year implementation.
 2. Unless already out on a leave of absence on (and continuing after) January 1, 2025, any School Administrator with less than 27.5 hours in their sick bank on January 1, 2025, will receive one-time additional hours to bring them up to a maximum of 27.5 hours to comply with the mid-benefit year implementation of the Law.
- Employees hired after January 1, 2025, who fall under the definition of covered employee, will begin to accrue sick leave on their first day of work under the Law.
- A new employee covered by the Law shall be entitled to use accrued paid sick leave 120 calendar days after their hire date.

- Sick leave is required to accrue at a rate of at least 1 hour of paid sick leave for every 30 hours actually worked, up to a maximum of 40 hours per benefit year.
- The “benefit year” for purposes of paid time off depends on whether you are a general government employee or an Education employee:
 1. For certified education staff and certain education grants employees, the “benefit year” is from July 1st through June 30th.
 2. For general government employees and all other employees, the “benefit year” is the period from January 1st through December 31st.
- Employees may use accrued paid sick leave in 1-hour increments.

Please note that the “up to 40 hours” of sick leave provided by the Connecticut Paid Sick Leave Law is **NOT** in addition to annual sick accruals that employees receive that exceed 40 hours. However, the Law impacts the rules and definitions applied to those 40 hours of paid sick leave. For administrative efficiency, **the City will designate and treat the first 40 hours of sick leave used in any benefit year as paid sick leave under the Law. Any accrued sick leave used beyond the first 40 hours will be subject to the rules and requirements set forth in collective bargaining agreements and/or current City policies or practice.**

The following represents some of the permissible uses of sick leave under the Law:

- (1) An employee may use paid sick leave for his or her own:
 - illness, injury, or health condition; the medical diagnosis, care, or treatment of his or her mental or physical illness, injury, or health condition; preventative medical care; or mental health wellness day
 - (2) An employee may use paid sick leave for a family member’s:
 - illness, injury, or health condition; the medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or preventative medical care
- “Family member” is defined as a 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.
- (3) An employee may use paid sick leave for closure by order of a public official, due to a public health emergency, of either:
 - an employer’s place of business; or
 - 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:
 - for medical care or psychological or other counseling for physical or psychological injury or disability;

- to obtain services from a victim services organization;
- to relocate due to such family violence or sexual assault;
- to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Every worksite in the City will have a poster that lists all of the permissible reasons for leave covered under the Law. **The permissible reasons to use sick leave only apply to the first 40 hours of paid sick leave.** After the first 40 hours, the reasons for sick leave and the definitions set forth under any collective bargaining agreement and/or current City sick leave policies or practice will govern the use of the remainder of an employee's accrued sick leave for that benefit year.

In addition to the permissible uses of leave, the following are also set out in the Law.

Employees are not required to provide advance notice before using paid sick leave and employers are not allowed to require an employee to provide documentation that paid sick leave is being taken for a reason covered by the Connecticut Paid Sick Leave Law. However, the City may ask if the reason for an employee's leave is for a reason covered under the Connecticut Paid Sick Leave Law. After the first 40 hours of paid sick leave in a benefit year have been used, the existing rules under collective bargaining agreements and/or current City practice will apply. This includes, but is not limited to, any notice requirements and the City's right to request a medical note.

In addition, there may be times when notice and documentation will be required if the employee's absence(s) covered by the Law is also due to a qualifying reason under an applicable state or federal law that requires documentation, including the Federal FMLA, ADA/fitness for duty inquiries, and Workers Compensation laws.

The City may not retaliate or discriminate against any employee because the employee (1) requests or uses paid sick leave in accordance with the Law or (2) files a complaint with the CT Department of Labor alleging the employer has violation of the Law.

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 at the following website:

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

In sum, the Connecticut Paid Sick Leave Law will take effect on January 1, 2025. Understanding that the guidance from the Connecticut Department of Labor may evolve, this notice is intended to provide a brief overview of the Law and how it will be administered in conjunction with our collective bargaining agreements and current City policies or practice. In the event that the applicability of the Law is amended or changed, we will advise accordingly and make all applicable changes. We understand that there may be questions that arise regarding the application of the Law and we are committed to assisting all employees, supervisors, and Department Heads. Should you have any such questions, please reach out to the Department of Human Resources and/or the Department of Education's Human Capital Office for assistance.