



# Connecticut Paid Leave

THE CHAMBER OF COMMERCE, INC.  
WINDHAM REGION

## HOW TO APPLY

# 1

### Notify

Notify your employer that you will be applying for CT Paid Leave. You should also talk to your employer about job-protected leave under FMLA.

# 2

### Apply

Start your application at [ctpaidleave.org](http://ctpaidleave.org) or by calling CT Paid Leave's claims administrator at **(877) 499-8606**.

# 3

### Submit All Documents

Once you begin your application, you will receive the documents that you will need to complete and submit for your claim to be ready for review. Requirements include identity verification, employment verification, and documents to support the leave reason.

# 4

### Receive Decision

If your claim is approved, you will receive benefits via direct deposit or debit card. If your claim is denied, you can request a reconsideration with CT Paid Leave or file an appeal with the CT DOL.

# 5

### Receive CT Paid Leave Benefits

Payments are issued on Tuesdays. You must notify CT Paid Leave if your leave changes, such as if you need more time or if you return to work sooner than anticipated.

Visit [ctpaidleave.org](http://ctpaidleave.org) or scan to learn more



If you would like assistance in applying, visit the Windham Region Chamber of Commerce at 47 Crescent St, Willimantic. Direct Assistance in English on Tuesdays, 9-2 or by appointment call 860-802-8288 and in Spanish on Fridays, 9-2 or call 860-617-9162 for appointment.