**SAMPLE EMPLOYEE COMMUNICATION REGARDING PAID FAMILY LEAVE**

Date:

To:

From: [Insert Your Company’s Name]

Re:  Payroll Deductions for Connecticut Paid Leave

We want to bring to your attention a new payroll deduction which will be required by the State of Connecticut beginning in January 2021.

You may know that last June 2019, Connecticut passed a new Paid Family and Medical Leave Law. This law requires a deduction of ½ of 1% (0.50%) from all worker’s earnings, including full-time, part time, temporary, and seasonal employees. The deductions must begin with the first pay period of 2021. You will see the deduction coded on your pay statement as \_\_\_\_\_\_\_\_\_\_\_.  Paid leave benefits will begin in January 2022.

Because this law is complicated, we are including this ‘[Employee Fact Sheet’](https://ctpaidleave.my.salesforce.com/sfc/p/t00000004XRe/a/t00000002aGN/7Azh7AKJ3XvEkHynhJ4qx4zQaRf4SJsVwYeVpNygG3E) from the Connecticut Paid Leave Authority. You may find this as a helpful overview in learning about this new law.

We highly encourage you to visit the new state website at [ctpaidleave.org](https://www.ctpaidleave.org/s/frequently-asked-questions?language=en_US). The state’s website will you give you more information concerning the mandatory pay deductions and the new Connecticut Paid Leave provisions, including video guides and FAQs.