

Notice to Agency Employees Centralized Benefits & Leaves

12/13/23

Effective August 28, 2020, certain Human Resources functions became centralized under the Department of Administrative Services. This includes the processing of all leaves of absence (including medical, FMLA, SEBAC, Military, Educational and any Leaves > 5 days), leave donations, sick leave bank management and retirement processing.

NOTE – While these processes are now handled by the DAS centralized unit, you are still required to follow all agency work rules, policies and procedures regarding notification to the agency of any absences and plans to retire.

LEAVES - All leave requests/forms (except military duty/training leave) and leave donation forms should be e-mailed to DAS.BenefitsandLeavesPod1@ct.gov or faxed to **860-622-4947**. Leaves can also be requested through the employee portal in UKG: <https://ct.employee.us.people-doc.com/home>.

Information regarding the State of Connecticut Family and Medical Leave Entitlements Policy can be found at: <https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/Family-Medical-Leave-DAS-General-Letter-39.pdf>.

For your convenience, below are convenient links to the required FMLA forms:

Employee Request Form (<https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/FMLA-HR1.pdf>),

Employee Medical Certificate (<https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/FMLA-Employee-Medical-Certificate.pdf>)

Caregiver Medical Certificate (<https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/FMLA-Caregiver-Medical-Certificate.pdf>)

Statement of Qualifying Family Relationship HR4 (<https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/FMLA-HR4.pdf>)

Intent to Return (<https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/FMLA-HR3.pdf>)

Should you have any questions, please contact Ewa Heppner, Principal Human Resources Specialist, at ewa.t.heppner@ct.gov or 860-241-8496.

SICK LEAVE BANK REQUESTS - All Sick Leave Bank Requests should be e-mailed to DAS.BenefitsandLeavesPod5@ct.gov or faxed to **860-622-4928**.

Should you have any questions, please contact Marie Rodrigues, Principal Human Resources Specialist, at Marie.Rodrigues@ct.gov or 860-757-5308.

MILITARY ACTIVE DUTY/TRAINING LEAVES - All military leave orders/requests (other than FMLA related military leave) should be e-mailed to DAS.BenefitsandLeavesPod5@ct.gov or via fax to **860-622-4928**.

Should you have any questions, please contact Jessica Kudla, Principal Human Resources Specialist, at Jessica.Kudla@ct.gov or 860 952 2057.

RETIREMENTS – For information about your future retirement, we encourage you to take advantage of the Workshops on the website of Office of the State Comptroller, at <https://www.osc.ct.gov/rbsd/retirement/stateretire.htm>. Plan summaries and benefit estimators can also be found on this website.

Once you have decided on your intended retirement date, you should submit a completed **Intent to Retire Form**, via e-mail to DAS.BenefitsandLeavesPod5@ct.gov or via fax to **860-622-4928**. To facilitate a smooth retirement process and allow enough time to accurately audit your employment records, it is recommended that you submit this completed form 60 – 90 days prior to your intended retirement date.

Should you have any questions, please contact Marie Rodrigues, Principal Human Resources Specialist, at Marie.Rodrigues@ct.gov or 860-757-5308.