

What is the Process for an Employer responding to a CT Paid Leave Appeal?

Employer Step 1:

You will receive the CTDOL email notice that an appeal has been filed against you and that you have 15 days to submit the appellant's file record on the Portal.



Employer Step 2:

You will have to set up a user account using this [link](#) and shown below.

****You MUST use the same contact information as was provided to the Authority when your business registered as a private plan employer. You must contact CTDOL at (860)263-6970 to change any of that information****

Log in

Username or email address

Password

Forgot your [username](#) or [password](#)?

LOG IN >

Need an account? [Sign up now](#)

Sign up for a CT.gov account

First name Last name

Username

Email address

You must have access to this email address

Confirm email address

Mobile number (Optional)

(###) ###-####

Must be a US mobile number and you should have access to this phone

Preferred language

English Spanish

Password Confirm password

- Password must have 9+ characters
- Password must have 1 capital letter
- Password must have 1 number
- Password must have 1 lower case letter
- Password must have 1 special character
- Maximum 64 characters allowed

SIGN UP FOR A CT.GOV ACCOUNT >

Employer Step 3:

Once your user account is created you can log into the Portal.
After you log in, select the 'My Complaints & Appeals' Tab and then select the appropriate appeal in your list of appeals.

The screenshot shows a user profile for 'Test User' with contact information. The 'My Complaints & Appeals' tab is highlighted in yellow. Below the tabs, there is a section for 'MY CTPL APPEALS' with a 'New Appeal' button. A table lists the appeal details:

APPEAL NAME	APPEAL STATUS	SUBMITTED DATE	APPELLANT	RESPONDER	MANAGE APPEAL
PLA 24-00000807	Pending Review	Jul 15, 2024	Test User		Withdraw

Employer Step 4:

After selecting the appeal, select the 'Documentation' tab.
This will display all documents submitted in this appeal as well as copies of notices which have been sent.
From there, select the 'Add Files' button.

The screenshot shows the 'Documentation' tab for the appeal 'PLA 24-00000807'. The 'Add Files' button is highlighted in yellow. Below the button, a table lists the documents:

Title	Owner	Last Modified	Size
Thank you for your Appeal Su...	CT_DOL_Appeals_Complaints System ...	7/15/2024, 9:57 AM	20KB

A 'View All' link is located at the bottom right of the table.

Employer Step 5:

From the box that pops up after selecting 'Add Files', select 'Upload Files' and find the appellant's file record on your computer, and then upload to the Portal.

