

## What is the general process of a CTPL Appeal?

Step 1

Appellant or appellant's representative creates a user account on the paid leave appeals Portal.



Step 2

Appellant or appellant's representative submits an appeal on the Portal against the CTPL Authority or private plan employer.



Step 3

CTDOL sends a request for the file record to the Authority or private plan employer.



Step 4

The Authority / private plan employer uploads the file record on the portal within fifteen days of the request.



Step 5

CTDOL reviews the file record and determines if the appellant is harmed by a denial of CTPL compensation.



Step 6a

If CTDOL determines the appellant is not harmed by a denial of CTPL compensation, it will dismiss the appeal on jurisdictional grounds.



Step 6b

If CTDOL determines the employee is harmed by a denial of CTPL compensation, CTDOL will send the parties a notice of TIMELY or UNTIMELY appeal.

Step 7a



If the appeal is UNTIMELY, CTDOL will determine if there is good cause for why it is late. The appellant will be asked to provide written argument on why the appeal is late.

If good cause is found, CTDOL will process the appeal as timely. If no good cause is found, CTDOL will dismiss the appeal on jurisdictional grounds.

Step 7b



If the appeal is TIMELY, CTDOL will determine if additional documentation or a hearing is necessary.

Step 8



Once CTDOL has all necessary information to make a determination about the appeal, a written decision will be issued and uploaded to the Portal.

Parties will receive an email notification indicating a document has been uploaded to the Portal. A party who has opted out of email communications will receive a copy of the decision by mail.

Step 9

Any party who does not agree with the CTDOL decision has 30 days from the decision date to file a motion to reopen the decision or appeal to Superior Court.

**Effective July 1, 2024, an appeal to Superior Court must be filed with CTDOL.**