



Below outlines what actions you need to take, as well as additional resource documents to help you through your leave of absence.

Overview

Regardless of your state of residence, all employees at McClatchy may be eligible for job protection under the Family Medical Leave Act, or FMLA. The leave of absence page on Livewell is an easy-to-use online resource that guides employees through the leave of absence process. Available around the clock, 365 days a year

Your responsibilities during a leave are:

- Notify your manager that you are requesting a leave of absence.
- Review the [LiveWell](#) page, [Family Medical Leave Act Poster](#) and any state specific notices that may apply to you.
- Complete the [Leave Request Form \(Google Form\)](#) and note in the form if you have any questions we can support you with
- Contact The Hartford at **1-866-269-6241** or via the website at [https:// ability advantage](https://abilityadvantage). This is critical to filing any FMLA related and disability paperwork. You will not have the protections granted (FMLA), or income received (Disability), if the Hartford request is not completed. Delaying these may also delay other forms of compensation, including state related benefits.

After initiating your leave, follow up with your doctor and/or The Hartford as needed to ensure your paperwork is completed and received properly.

- File any state specific paperwork for leave benefits as needed, if applicable. Reference your state specific documentation for support.
- Provide payment for any insurance premiums due while on a leave of absence based on the schedule we provide.
- Inform the LiveWell team and your manager of any date changes related to your leave of absence. This may include completing a Return to Work Release form.

Our responsibilities during your leave are:

- Work with you to ensure you are maximizing your available benefits
- Help coordinate your time off to ensure payroll entries are correct
- Provide assistance to questions you may have regarding your time out

- Coordinate with the Hartford on any employer related questions or responses as needed
- Help your manager with any questions they may have regarding your return to work
- Assist in any Americans with Disabilities Act paperwork as needed

Connecticut

The [Paid Family and Medical Leave Act \(PFMLA\)](#) offers Connecticut workers the opportunity to take time to attend to personal and family health needs without worrying about lost income. The CT Paid Leave Authority provides Connecticut's workforce access to paid family and medical leave benefits by offering helpful tools and resources to help administer this new program.

[Notice](#)

[Notice](#)

[How to Apply](#)
[Application Checklist](#)

[FAQ's](#)

To apply for paid leave online, you will first need to create an account with [CT.gov](#). Once you have an account you will have easy access to:

- Submit a claim
- View the status of your claim
- Check payments for your claim
- Add time to an existing claim
- Upload documents to your claim
- Message your case manager
- View correspondence

[Ready to submit or view your claims?](#)

WHO IS ELIGIBLE FOR BENEFITS?

Covered employees in Connecticut are eligible for benefits under the PFMLA if they have earned wages of at least \$2,325 in the highest quarter of the first four of the five most recently completed quarters and are currently employed, or have been employed within the last 12 weeks, or are self-employed, a sole proprietor and a Connecticut resident enrolled in the program.

Wages may include salary or hourly pay, vacation pay, holiday pay, tips, commissions, severance pay and the cash value of any "in-kind" payments.

If you are experiencing a serious health condition or other eligible leave reason and meet the requirements above, you may be [eligible for benefits](#).

HOW LONG IS PAID LEAVE?

If you are an employee who is eligible for the CTPL program and you are experiencing one of the qualifying reasons for leave, you are entitled to up to **twelve (12) weeks** of paid leave benefits. In the event you experience a serious health condition resulting in incapacitation that occurs during a pregnancy, you may qualify for an additional two (2) weeks of paid leave benefits under the CTPL program.

Paid leave benefits may be received for time off taken as consecutive days and weeks, but may also be received for time off taken intermittently in certain circumstances.

HOW MUCH WILL I GET PAID?

ESTIMATE BENEFITS

As a covered employee, your benefit rate will be calculated in the following ways:

- If your wages are less than or equal to the Connecticut minimum wage multiplied by 40, your weekly benefit rate under the PFMLA will be 95% of your average weekly wage.
- If your wages exceed the Connecticut minimum wage multiplied by 40, your weekly benefit rate will be 95% of the Connecticut minimum wage multiplied by 40 plus 60% of the amount your average weekly wage exceeds the Connecticut minimum wage multiplied by 40. The benefit rate is capped at 60 times the Connecticut minimum wage.