

Notice to Agency Employees Centralized Benefits & Leaves

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

LEAVES - From August 28, 2020 forward all leave requests/forms (except military duty/training leave) and leave donation forms should be e-mailed to DAS.BenefitsandLeavesPod3@ct.gov or faxed to **860-920-3145**.

Additional 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-Letter-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>)

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 Bernice Morgan, Principal Human Resources Specialist, at Bernice.Morgan@ct.gov.

SICK LEAVE BANK REQUESTS - From August 28, 2020 forward 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.

MILITARY DUTY/TRAINING LEAVES - From August 28, 2020 forward all military leave 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 Marie Rodrigues, Principal Human Resources Specialist, at Marie.Rodrigues@ct.gov.

RETIREMENTS – If you are planning to retire prior to November 1, 2020, you will continue to communicate with your agency human resource unit. If you are planning to retire November 1, 2020 or later, you must send your **Notice of Intent to Retire and Retirement Information Form** (form attached) via fax to **860-622-4928** or via e-mail to DAS.BenefitsandLeavesPod5@ct.gov at least **60 days prior** to your intended retirement date. This will allow enough time to properly audit your time and attendance and wage records and ensure a smooth retirement process.

For more information about your future retirement, we also encourage you to take advantage of the Workshops on the Web, and to review the Summary Plan Description of your SERS plan. These can be found on the website of Office of the State Comptroller, at: <https://www.osc.ct.gov/rbsd/retirement/stateretire.htm>.

Should you have any questions, please contact Marie Rodrigues, Principal Human Resources Specialist, at Marie.Rodrigues@ct.gov.