



*(See Updates in **RED**)*

- [Table of Contents](#)

UNEMPLOYMENT INSURANCE (UI) FOR EMPLOYERS:

Employers with questions may email DOL.MeritRating@ct.gov for assistance.

Where Can I find the separation packet to give to my employees? Is it difficult to fill out? Why is it important to provide this to my employees?

You can find the Separation Packet [here](#). It is not difficult to fill out and it is important to provide the packet as required by regulation because it will expedite the claim and ensure that you receive all pertinent information related to the claim.

I am a business owner and do not pay taxes on my salary OR I'm self-employed or an independent contractor. Am I eligible for unemployment benefits?

- Generally, no, it is very rare. However, you may file for unemployment benefits and a determination will be made on your eligibility. Please be advised that this is a very lengthy process. Also, you will need to continue to be able and available for full-time work.
- However, you may be eligible for benefits under the Pandemic Unemployment Assistance (PUA) program. For more information, go to the Federal Stimulus FAQs at this link: <http://www.ctdol.state.ct.us/DOLCOVIDFAQ.PDF>. Check the FAQs regularly as they are updated often.

I have asked my employee to return to work, but the employee is unable to return to work, is concerned about returning to work, or has asked that I lay the employee off so that the employee can receive benefits, including the additional \$600. What do I do?

DOL cannot advise on whether you should lay off an employee or not. However, if your employee has refused to return to work, and is filing for benefits, you may protest the Notice of Potential Liability that you will receive from DOL indicating the claimant refused work and return it to the Merit Rating Unit, or send in notification on company letterhead with pertinent information, such as claimant name, Social Security Number, date of refusal, date work supposed to start, with your contact information, including fax number, to the Merit Rating Unit at dol.meritrating@ct.gov. The matter will then be scheduled for a fact finding to determine whether the claimant refused work without sufficient cause. If so, the claimant's benefits will be stopped until the employee has returned to covered employment and earned at least six times the individual's benefit rate. If the employee believes, however, that returning to work poses a health risk, the Department may find that the work is not suitable employment under the law and claimant would not be denied benefits.

Can I require my employees to stay home if they are sick with COVID-19?

- Yes, you can require your employee to stay home. However, you should issue the employee an Unemployment Separation Package, found [here](#).
- Your employee may file for unemployment benefits and a determination will be made concerning their eligibility. Determinations will be made on a case-by-case basis.
- However, please note that an individual must be physically able and available for full time work in order to qualify for unemployment benefits, unless the individual has a note from a physician stating that the individual is only available for part time work.

If I have to close the doors of my business for 14 days because an employee is sick and other employees need to be isolated, how do my employees file for unemployment benefits?

- Please direct your employees to www.filectui.com and click the blue button to file their new claim for unemployment benefits.
- For ongoing weekly continued claims filing, employees should go to www.filectui.com and click the green button.
- The agency issues important emails throughout the initial claim filing process. Please advise your employees to look for these emails and read them carefully for next steps.

If I have to close the doors of my business for 14 days because an employee is sick and other employees need to be isolated, will I be liable for unemployment benefit charges?

- You will be liable in the same way you would be for a layoff or a shut down.
- If the President declares a disaster that includes Connecticut and your company, it is possible you may not be liable.

Is there an alternative to laying off my employees if business has slowed down as a result of COVID-19?

- Yes. The Department of Labor offers a [SharedWork](#) program which is a smart alternative to a layoff. The program allows employers to reduce the hours of full-time employees by as much as 60 percent, while their workers collect partial unemployment benefits to replace a portion of their lost wages.
- All employers with two or more full-time or permanent part-time employees can participate in the program, which is not designed for seasonal separations. To qualify, the business' reduction of work cannot be less than 10 percent or more than 60 percent.

Our business missed the deadline for filing an unemployment appeal due to COVID-19 related reasons. Have the deadlines been extended? Can we still file an appeal?

Connecticut unemployment law says that any appeal or motion to reopen filed after the deadline will not be considered late if the party had "good cause" for missing the deadline. "Good cause" includes factors that were outside the party's control, and could include COVID-19 related reasons. If you have missed the deadline, file as soon as possible and explain why the appeal was late. Employers may file an appeal online at: <http://www.ctdol.state.ct.us/appeals/EmplAppeal.htm>.

I need to shut down my business immediately due to COVID-19. I won't be able to provide WARN notice. What should I do?

The WARN Act is a federal law, and not under the jurisdiction of CTDOL. We would encourage you to reach out to the United States Department of Labor. You may want to explore the concept of whether the unforeseeable business circumstances exception applies

When Governor restrictions have been lifted, am I required to report new and rehired employees to the Department of Labor?

Yes. Please report new employees, defined as workers not previously employed by your business, or workers rehired **after having been separated from your business for more than sixty consecutive days**, to CTDOL within 20 days of the date of hire. Instructions may be found here: <https://www1.ctdol.state.ct.us/lmi/newhire2.asp>.

First fiscal quarter payments to DOL are due by April 30, 2020. If my business is closed, I will not be able to file by then. What should I do?

As of now, an extension of the date has not occurred. Check back here for updates, as this may change as the date approaches.

If any of our employees are required to stay home to avoid exposure due to a pre-existing medical condition, or are home and filing for benefits for any other reason (layoff, temporary shutdown etc.) are they required to deplete their Paid Time Off (PTO) before they would be eligible for unemployment?

An employer may require an employee to take Paid Time Off, except that an employer may not take a deduction for the time that an exempt employee is absent from work from the employee's accrued benefits when a lack of work is due to the operating requirements of the employer. In regards to the unemployment payment, PTO that constitutes sick time is being considered a non-allocable bonus under CTDOL regulations which means that it will not be deducted from a claimant's unemployment benefit. Otherwise, a claim will need to go to a fact-finding to determine if the dismissal/separation payment may be non-allocable as vacation time if the employee's place of business has closed and there are no reemployment opportunities at that location or as severance pay, and the severance payments are conditioned upon the employee signing a waiver of statutory or common law rights.

Which businesses are deemed essential under Governor Lamont's Executive Order?

- Governor Lamont has issued guidance on which employers are considered essential under his Executive Order 7H. You can find that guidance, which has been provided by the Department of Economic and Community Development (DECD), here:
<https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Business-Exemptions-for-Coronavirus>
- Any further questions not answered in this guidance should be sent to DECD at dec.d.covid19@ct.gov

I am a contributory employer for UI purposes. What Does the Governor's Executive Order 7W mean for me?

As a contributory (taxable) employer there will be no liability (charges) to employers based on COVID-19 related unemployment claims.

I have furloughed my employees due to the covid-19. Why am I receiving Notices of Potential Liabilities for everyone?

CTDOL must notify an employer when their employees receive unemployment benefits. If the individuals are unemployed due to covid-19, you do not have to return the document.

If they separated from your company for any other reason, you have the right to protest the charges on the document by checking the appropriate box, entering a date, and returning it to us by the due date.

If you are a contributory (taxable) employer, there will be no liability (charges) to employers based on COVID-19 related unemployment claims.