



Frequently asked questions
about coronavirus (COVID-19)
for workers and employers
Updated April 4, 2020

(See Updates in **RED**)

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WAGES AND HOURS

If my employer decides not to open the business for the day or my specific work shift, and notifies me not to report for work, must I be paid?

- If you are a non-exempt “hourly” employee, no. An employer is not required to pay a non-exempt employee for the time in which he or she performs no work.
- If you are an exempt employee and you have worked for any portion of the week, yes. The employer is required to pay you the full weekly salary if you work for any portion of the week.
- Also, it is not permissible for the employer to make any deduction for the time that the exempt employee is absent from work from the employee’s accrued Paid Time Off (“PTO”) benefits, because Conn. State Agencies Regs. § 31-60-14(b)(2)(A) does not permit a deduction “of any kind” when a lack of work is occasioned by the operating requirements of the employer.

If an employer decides to keep the business open, but the employee elects not to report for work, must the employee be paid?

- No. For the non-exempt employee, an employer is not required to pay a non-exempt employee for the time in which he or she performs no work. For the exempt employee, the employer may make a deduction in pay in full-day increments pursuant to Conn. State Agencies Regs. § 31-60-14(b)(1)(B) because the employee is asking for the day off for personal reasons.

I am shutting down my business for 14 days. Do I have to pay a non-exempt or exempt employee who does not work at all during the 14 days?

- No. Employees are not required to be paid for any work week in which he or she performs no work at all during the week.

If I need to send one of my employees home during her shift because she is coughing but I am requiring her to work from home, must I pay that employee?

- Yes, in the same manner as she was paid when she worked on the employer's premises.
- If she is a non-exempt, "hourly" employee, she must be paid for the actual amount of time that you are requiring her to work. You are not required to pay a non-exempt employee for the time in which he or she performs no work.
- If she is an exempt "salaried with qualifying duties" employee, the employer is required to pay her the full weekly salary if she works for any portion of the week. No deductions can be made from the exempt employee's Paid Time Off (PTO) fringe benefit leave banks to cover the time off, pursuant to Conn. State Agencies Regs. § 31-60-14(b)(2)(A).