

## Notice to Agency Employees Centralized Benefits & Leaves

**Effective August 28, 2020**, certain Human Resources functions became centralized under the Department of Administrative Services. This includes the processing of all leaves of absence (including medical, FMLA, SEBAC, Military, Educational and any Leaves > 5 days), leave donations, sick leave bank management and retirement processing. **NOTE – While these processes are now handled by the DAS centralized unit, you are still required to follow all agency work rules, policies and procedures regarding notification to the agency of any absences and plans to retire.**

**LEAVES** - All leave requests/forms (except military duty/training leave) and leave donation forms should be e-mailed to [DAS.BenefitsandLeavesPod3@ct.gov](mailto: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-Live-DAS-General-Letter-39.pdf>.

**For your convenience, below are convenient links to the required FMLA forms:** the DAS form names are included in italics to help find the correct form.

Employee Request Form - *FMLA-HR-1* - (<https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/FMLA-HR1.pdf>)

Employee Medical Certificate – *P-33A* - (<https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/FMLA-Employee-Medical-Certificate.pdf>)

Caregiver Medical Certificate – *P-33B* - (<https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/FMLA-Caregiver-Medical-Certificate.pdf>)

Intent to Return – *FMLA-HR-3* - (<https://portal.ct.gov/-/media/DAS/Statewide-HR/A---Z-Listing-Task-PDFs/FMLA-HR3.pdf>)

***\*Hardcopies of the above forms can also be found at key locations throughout your facility, including the designated HR Office\****

Should you have any questions, please contact Bernice Morgan, Principal Human Resources Specialist, at [Bernice.Morgan@ct.gov](mailto:Bernice.Morgan@ct.gov) or **860-241-8498**.

**SICK LEAVE BANK REQUESTS** - All Sick Leave Bank Requests should be e-mailed to [DAS.BenefitsandLeavesPod5@ct.gov](mailto: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](mailto:Marie.Rodrigues@ct.gov) or 860-757-5308.

**MILITARY ACTIVE DUTY/TRAINING LEAVES** - All military leave orders/requests (other than FMLA related military leave) should be e-mailed to [DAS.BenefitsandLeavesPod5@ct.gov](mailto: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](mailto:Marie.Rodrigues@ct.gov) or 860-757-5308.

**RETIREMENTS** – For information about your future retirement, we encourage you to take advantage of the Workshops on the website of Office of the State Comptroller, at: <https://www.osc.ct.gov/rbsd/retirement/stateretire.htm>. Plan summaries and benefit estimators can also be found on this website. ***Intent to retire forms can be found at facility HR Offices***



Once you have decided on your intended retirement date, you should submit a completed **Intent to Retire Form**, via e-mail to [DAS.BenefitsandLeavesPod5@ct.gov](mailto:DAS.BenefitsandLeavesPod5@ct.gov), or via fax to **860-622-4928**. To facilitate a smooth retirement process and allow enough time to accurately audit your employment records, it is recommended that you submit this completed form 60 – 90 days prior to your intended retirement date.

Should you have any questions, please contact Marie Rodrigues, Principal Human Resources Specialist, at [Marie.Rodrigues@ct.gov](mailto:Marie.Rodrigues@ct.gov) or 860-757-5308.

**Interacting successfully with the HR service teams:**

- Please allow for the initial response from the appropriate pod member
- In the event that you do not hear from the pod or if your request is of an urgent nature please reach out directly to the pod leaders for DOC;
  - **Bernice Morgan**, [Bernice.Morgan@ct.gov](mailto:Bernice.Morgan@ct.gov) or at (860) 241-8498, for leave and sick bank questions (Pod 3)
  - **Marie Rodrigues**, [Marie.Rodrigues@ct.gov](mailto:Marie.Rodrigues@ct.gov) or at 860-757-5308, for retirements and military leave questions (Pod 5)
- If you have further concerns regarding your request or the response thereto, you may also contact Lisa Annis, Statewide HR Program Manager, at [Lisa.Annis@ct.gov](mailto:Lisa.Annis@ct.gov) or at (860) 327-4939 or Nancy Harnick, HR Administrator at [Nancy.Harnick@ct.gov](mailto:Nancy.Harnick@ct.gov) or at (860) 241-8499
- You may always contact your HR Generalist, Maria Guglielmi, Trisha Moroz or Jeffrey Miller for any questions or concerns however the first point of contact for these matters is as noted above.

**Additional Pod 3 contacts for FMLA related matters:**

Letonia Wright	860-856-6566	<a href="mailto:Letonia.Wright@ct.gov">Letonia.Wright@ct.gov</a>
Cindy Mejias	860-937-6538	<a href="mailto:cindy.mejias@ct.gov">cindy.mejias@ct.gov</a>
Stacey Anderson	860-937-6539	<a href="mailto:Stacey.Anderson@ct.gov">Stacey.Anderson@ct.gov</a>