

State of Connecticut Human Resources

CORE CT Coding

**For Leave of Absence under the Federal Family and Medical Leave Act (FMLA)
And/or State C.G.S. 5-248a (Family and medical leave from employment)**

(To be completed by the Human Resources Unit)

Form #: **FMLA-HR2c**

Revision Date: 10/2016

This form is to be completed by Human Resources when the employee has been approved for federal FMLA and/or state C.G.S.5-248a leave entitlement and is attached to the employee's HR2b – Designation Notice. This form can also be used when a workers' compensation absence is counted against the employee's federal FMLA entitlement.

Employee Name: _____ Agency: _____ Date: _____

Employee ID Number: _____ Supervisor's Name: _____

The following is a list of CORE CT codes and timeframes to be used for your leave entitlement.

Remember: When calling in, you must specify "FMLA".

You have been approved for: *(check items that apply)*

____ **Federal FMLA:** ____ **Intermittent;** ____ **Reduced Schedule;** ____ **Block Leave;** ____ **Workers Compensation**

____ Self; ____ Caregiver; ____ MFL Caregiver Covered Servicemember;

____ MFL Caregiver Covered Veteran; ____ MFL Qualifying Exigency

From _____ To _____

____ **Both Federal FMLA and State Family/Medical leave (C.G.S. 5-248a)**

____ Self; ____ Caregiver; ____ MFL Caregiver Covered Servicemember; ____ MFL Qualifying Exigency

From _____ To _____

____ **State Family/Medical Leave (C.G.S. 5-248a)**

____ Self; ____ Caregiver; ____ MFL Caregiver Covered Servicemember; ____ MFL Qualifying Exigency

From _____ To _____

____ **C.G.S. 46a-60(a) (7) – Pregnancy Disability Leave** (Use if employee does not qualify for federal or state family medical leave).

From _____ To _____

CORE Code	Description	From	To	Priority

ADDITIONAL INFORMATION:

PLEASE NOTE: This will be the only REMINDER of your family and medical leave (federal FMLA or state C.G.S. 5-248a) end date. If you require continued leave or additional leave when your leave entitlement expires, it is your responsibility to submit a new medical certificate (P33a or P33b) in conjunction with an anticipated absence. Approval shall not be retroactively applied if leave documents are not received timely.

Cc: Human Resources, Payroll, Manager/Supervisor