

This is a set of frequently asked questions for our furloughed employees about unemployment compensation and sick leave.

We apologize for the confusion around these things. Unfortunately, events have changed so fast that we literally are making decisions hour by hour. The State and federal governments are changing the rules every day.

We know that the unemployment process has caused much confusion. We have received dozens of questions about the process. The good news is that Governor Lamont signed an executive order on Tuesday evening that requires all Connecticut schools to pay their employees during the COVID-19 pandemic as though the employees were on-site. As a result, there will be no furlough at LEARN and you will continue to receive your pay and, if applicable, your insurance, just like you were working on site.

The governor's action will make it easier to answer many of your questions. In some instances, however, you need to take prompt action to alert the CT Department of Labor, (DOL), that you have not had a break in pay.

We hope that these FAQs will help you sort out your next steps. If you have questions beyond these, please feel free to send them to Nat Brown at nbrown@learn.k12.ct.us. We will keep these FAQs updated even if we cannot get back to each of you individually or immediately.

Many thanks for your patience in these confusing times.

Unemployment Compensation FAQ's

1. I have not yet applied for unemployment compensation benefits, should I?

No. As a result of the governor's executive order, you will not have a break in pay and will ineligible to receive unemployment compensation benefits.

2. I have started receiving unemployment deposits into my account from the Department of Labor, (DOL). What should I do now?

DOL will want its money back, so hold it in your account and do not spend it!! Also, Human Resources has received many calls and emails saying that you have had trouble stopping your unemployment payments. HR was able to contact the Department of Labor to discuss the situation. The representative suggested that the best way for you to shut off the payments is via the DOL website. She provided us with a direct link to the page where you can cancel your unemployment request. It is: <https://www.ctdol.state.ct.us/UI-Help/UI-Help-sec/overpaymentassistance.htm>. If



you have any questions or if the process does not work for you, please contact Human Resources at learnhrdept@learn.k12.ct.us. They will continue to work with the DOL to resolve these situations.

3. I have already applied for unemployment compensation benefits, what do I do now?

You should contact DOL as soon as possible and cancel your unemployment application. There is a link on the DOL website designed for this purpose. It can be found in the answer to Question 2, above.

4. I have entered my information into the DOL unemployment website, what should I do now.

Do not complete your application. As indicated in question 1, as a result of the governor's executive order, you will not have a break in pay and will ineligible to receive unemployment compensation benefits.

5. The DOL unemployment website is telling me that my application is going to expire. If it does, I may need to reenter it. What should I do now?

Let your application expire. You will be paid by LEARN and do not need to apply for unemployment compensation benefits.

6. The DOL is telling me that LEARN should have provided me with a separation package.

When an employee separates from LEARN, he or she is provided with a separation package that contains a variety of financial information and a final date of pay for the departing employee. You have not been separated from LEARN and LEARN has not stopped paying you. Now that the governor has issued his order, the packages will not go out.

7. The DOL is telling me that I need to get a letter verifying that I am unemployed.

DOL is looking for a verification letter because LEARN did not issue separation packages. Verification letters are a fallback when such packages are lacking. Please see Question 6 for discussion of separation packages.

8. The DOL is telling me they are holding my application pending verification from LEARN.



Please see the answer to question 7, as the issue is the same even if DOL is using different words to describe it. You can contact DOL and ask them to close your application.

9. I have heard that normal protocols for unemployment compensation are not being followed, is this true?

No, this is not true. We are required by law to take certain steps at certain times. We are doing our best to do so. At the same time, the State and federal governments are changing the laws so fast that we have been forced to change direction numerous times. We thank everyone for their patience in these hard times.

10. How are we supposed to contact DOL when they are closed because of the coronavirus?

DOL is actively processing unemployment claims. We are sure that they are both working hard and probably running behind their normal response time. The online application portal is active and employees have reported that they have been able to make phone contact as well.

11. Do I need to be filling out a timesheet while I am being paid by LEARN?

You may need to, depending on your situation. Please check with your administrator. As a result of the remote work and social separation, we are trying to make time tracking and payroll as efficient as possible.

12. Now that I'm being paid, what happens to my emergency/necessary or family sick leave time that you said would be credited to me while I was on furlough?

As a result of the governor's order, no emergency/necessary or family leave time has been charged to help during the furlough. Since you are and will continue to be paid, you are expected to be available for work if contacted. You should let us know if you need to take time off for any reason. We will assist you with designating your leave.

13. I have been sick with the common cold this week, do I need to fill out sick leave forms?

Yes. Everyone is expected to be available for work. If you are unable to work as the result of an illness other than the coronavirus, then you will need to use sick time. Please note that if you or someone in your household are ill from the coronavirus, special rules apply. Please let us know and we will guide you through the process.



14. Is emergency/necessary leave the same thing as sick leave?

No. They are different things. The best place to look for definitions of all the different types of leave is the employee handbook. It can be found on the LEARN website at www.learn.k12.ct.us/for_staff/learn_employee_information_2019-2020.

15. I think I may be sick with the coronavirus, what should I do?

The most important thing is to take care of yourself. Contact your medical provider or if you are exhibiting serious symptoms, such as high fever or difficulty breathing, you may need to call 911. When you are well, let us know of your situation and we will make any necessary adjustments to your pay and leave. The federal government has passed new laws regarding the coronavirus. Earlier this month, we sent a poster summarizing the rules. The poster can be found on the LEARN website at www.learn.k12.ct.us/covid-19_update.

