



Connecticut Paid Leave

Summary of Significant Policy Changes

Finance & Accounting Policy

Credit Card Policy

September 2, 2025

CT Paid Leave Authority

Policy and Personnel Committee

Finance & Accounting Policy

Significant Updates

- Annual practice of redesignating any Operating Fund surplus to Contributions
- Additional Statutory Report from State Elections Enforcement Commission
- Elaborate on defining reserve percentage on contributions and benefit overpayment receivables

Other Clarifications

- Responsibilities or duties can be reassigned by CEO or Controller
- Identified Contribution Refunds Process

Contribution & Benefit Overpayment Receivables and Reserve

Reserve Account	Reserve Percentage	Contribution Status	Benefit Status
Allowance for Doubtful Accounts - CTPL	90%	Less than 5 months	Less than 1 month and/or Collection Owner is Benefit Administrator
Allowance for Doubtful Accounts - FRV	95%	Greater than or equal to 5 months and less than 17 months	Greater than or equal to 1 month and less than 12 months and/or Collection Owner is Fund Recovery Vendor
Reserve for Uncollectible	100%	Greater than or equal to 17 months	Greater than or equal to 12 months and/or Misrepresentation and/or Collection Owner is not Benefit Administrator

Credit Card Policy

Significant Updates

- Updated credit card policy to current practice within the Authority's credit card platform
 - Submission of expense by electronically attaching invoices/receipts
 - Approval process aligning with accounts payable process
 - Monthly reconciliation rather than “expense reports”

Other Clarifications

- Authorization of credit card issuance
- CT Tax Exemption