

# Paid Leave Determination

June 15, 2026

Applicant: Lindsay Smith

Application ID: 468830a3-6609-4d71-871c-1b3ed820a2d2

Dear Lindsay Smith,

You submitted an application on June 15, 2026 for [State]'s Paid Leave Benefits. This notice is the state's official determination on your eligibility for Paid Leave. It is based upon Paid Leave law in [State] Statutes, Chapter [X] and applicable Rules under [State Regulations].

## Determination Summary

- [State] Paid Leave has determined that you have **met** the financial requirements to be eligible for the program.
- [State] Paid Leave has **approved** your application to receive payments for your continuous leave from April 2, 2029 – June 4, 2029.
- You will receive separate determination notices if you applied for more than one leave period in your application.

Read through the rest of this letter for additional details about these determinations.

## Determination of Eligibility to Establish a Benefit Account

Based on the application you submitted on June 15, 2026, Paid Leave determined that you **meet** eligibility requirements under [State] Statutes, section [X] and are eligible to establish a benefit account for Paid Leave benefits. Your benefit account is how [State] Paid Leave pays you for your approved leave(s).

Your benefit year starts on the first day of your leave. If your leave start date changes within 30 days of this notice or the start date listed in this notice, whichever is later, your benefit year start and end dates will also change.

The following amounts apply to the benefit year set to begin on April 2, 2029, and end on April 1, 2030.

- **Weekly benefit amount:** \$[Weekly benefit amount]

If you elected to have income taxes withheld or you receive Workers' Compensation payments or wages from another job, those amounts may be deducted from your weekly benefit amount. If you receive benefits for a medical condition, Paid Leave is required to deduct payroll taxes from your benefit amount.

- **Maximum duration of benefits:** [X] weeks

This is the most leave you could be eligible for this benefit year if you have a qualifying reason to take leave.

## Wages Used to Determine Eligibility

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To be eligible for a Paid Leave benefit account, you need to have a minimum amount of wages in your base period. The base period is made up of the [State specific criteria].

- Paid Leave used the following information to determine your eligibility. If you think these wages are incorrect, you can contact Paid Leave to share updated information and proof of wages.

|                  |                              |                  |          |
|------------------|------------------------------|------------------|----------|
| [Employer name]  | Employer FEIN:<br>[XXXXXXXX] |                  |          |
| [YEAR] [Quarter] | [Amount]                     | [YEAR] [Quarter] | [Amount] |
| [YEAR] [Quarter] | [Amount]                     | [YEAR] [Quarter] | [Amount] |

**Determination of Eligibility to Receive Benefits**

**Type:** Medical leave

**Leave period dates:** April 2, 2029 – June 4, 2029

**Schedule:** continuous

**Determination:** Approved

**Employer:** [Employer name]

*If your application has more than one leave period, you will receive separate determination notices for each one.*

Based on the application you submitted on June 15, 2026, we determined you are eligible for Paid Leave benefits under [State] Statutes, section [X].

You are approved for continuous medical leave from April 2, 2029 – June 4, 2029.

*Please note, you are only approved to take leave for the above dates.*

**Payments and Leave Activities**

Your first benefit payment will be issued 7 calendar days after the effective date of leave. Your benefit payment will be the weekly benefit amount listed on your determination minus any applicable deductions, such as deductions for pay received from another job, Workers' Compensation benefits, or child support. Your benefit payments will be paid to you automatically each week via the method you selected in your application.

If you are taking Safety leave, Military leave, or leave in advance of an adoption or foster placement, you will need to report your leave activities to Paid Leave each week.

**Reporting and Requesting Changes**

Your eligibility for benefits will continue unless and until conditions change that impact your eligibility. Failure to report changes in a timely manner may result in the overpayment of benefits. You must notify Paid Leave if there is a change in the following circumstances:

Types of benefits:

Workers' Compensation

Social Security Disability  
Unemployment Insurance  
Your incarceration status  
Your reason(s) for taking leave  
The time you're taking off work  
Pay from a current job or new job  
Contact information\*

*\*You must notify Paid Leave of any changes to your contact information occurring within two years of when you receive benefits.*

## **Requesting a Change to Your Leave**

If you want to extend your leave, change the dates of your leave, or change your leave schedule, you must submit a change request in the Applicant Portal and contact any employer(s) from whom you are taking leave at least 14 days in advance, or as soon as possible. If you want to end your leave early, you must follow the same steps as above at least two days in advance, where foreseeable.

## **Your Rights to Appeal**

If you disagree with the determination reached, you have the right to file an appeal. Appeals must be [State appeal method]. Under [State] Statutes, section [X], appeals must be filed within [X] calendar days, or the determination will become final. If the 30th calendar day is a legal holiday or weekend, the period ends on the next non-holiday weekday.

You can learn more about appeals and file an appeal at [URL].

Some appeals will involve a hearing before a Paid Leave Hearing Officer. If your appeal requires a hearing, you will be notified at least 10 days before the hearing date.

## **How to Contact Us**

For questions or support, reach out to the Paid Leave Contact Center by calling [XXX-XXX-XXXX] or by emailing [email address].

To learn more about [State] Paid Leave, visit [URL].