

## **DDOL Provides Templates for Employers Planning to Self-Insure Delaware’s New Paid Leave Benefits**

Friday, August 23, 2024

This week the Delaware Department of Labor (“DDOL”), Paid Leave Division, provided eligible employers who want to self-insure with plan templates (“aka” handbook policy) to use when developing their internal plans to provide paid leave benefits in compliance with the Healthy Delaware Families Act (“the Act”). It is not mandatory to use a template, but using it will ensure compliance with the Act.

There are two templates: one template for employers who want to self-insure and use the software developed by the state for administration purposes (“LaborFirst”), and the other for those employers who plan to self-insure and use their own tracking and administration system. Submission of a policy that is in compliance with the Act to the Paid Leave Division through the state portal is required in order to request approval for self-insurance.

Links to the two templates are here:

- [Self-Insured Plan Template for plan administered through Delaware LaborFirst](#)
- [Self-Insured Plan Template](#)

Keep in mind that from September 1, 2024 to December 1, 2024, employers can set up an account using LaborFirst, the user-friendly system to manage Delaware paid leave. Once registered, employers who are required (based on number of Delaware employees) to provide benefits are automatically enrolled, while smaller employers can voluntarily join. This is the same time period for larger employers who wish to apply to be self-insured.

If you have any questions, please contact an RLF employment attorney.

