

ACCRA CARE, INC. / CHOICES FOR CHILDREN, INC.



Paid Time Off Policy For PCA

January 2018

Policy:

Effective July 1, 2015 the Collective Bargaining Agreement (CBA) went into effect for all home care workers that work for clients in PCA Choice, Consumer Directed Community Support, Consumer Support Grant, and Community First Services and Supports, which is a program being developed by the State of Minnesota and will replace the PCA program in the future. The CBA states that all workers in these programs may earn up to five days of Paid Time Off (PTO) per year, regardless of if they join the union or not.

Beginning August 1, 2017 all PCA Choice workers will begin earning one hour of PTO for every 43 hours worked. Workers need to work 600 hours before they can start using their PTO. Working 600 hours is a onetime requirement and if you work for more than one agency it will be an accumulative of 600 hours. Accra is required to track your number of hours worked and report this information to SEIU Healthcare (the union representing home care workers) after each pay period. If you work for more than one agency, SEIU will notify Accra when you have worked the 600 hours and are eligible for using your accrued PTO. All new employees will need to work the required 600 hours before taking accrued PTO.

Workers can carry over up to 80 hours of PTO from one State fiscal year to the next. The State's fiscal year is July 1 to June 30. If a worker terminates their employment with Accra, Accra is required to pay the worker accrued PTO up to 80 hours. If the worker has more than 80 hours of accrued PTO they will only be paid for 80 hours.

Procedure:

You are responsible for determining if you have the hours available to take PTO by reviewing your online ADP Paystub.

You are required to get permission from the client to use PTO. The client is required to secure replacement care when a worker uses PTO.

You must complete the Accra PTO Request Form available on our website: www.accracare.org. Click on the Employee Tab, then Employee Resources. Have the form signed by the client, and turn it in with your timecard in the pay period when you are taking PTO.



Frequently Asked Questions:

- Q.** Will PTO hours count towards overtime?
- A.** No, overtime is only calculated on actual hours worked.
- Q.** Will PTO hours count toward the maximum of 275 hours that can be worked in a month?
- A.** No, the 275 hours maximum is only for actual hours worked.
- Q.** I am a paid parent of a minor (or a spouse) and I am limited to 40 hours a week, if I take PTO do I have to reduce my hours that week?
- A.** No, PTO does not count towards the maximum of 40 hours in a work week for paid parents of minors/spouses.
- Q.** Can I use PTO hours when the client is hospitalized?
- A.** Yes, if you have worked the 600 hours required and have accrued PTO hours, and are not working due to the client being hospitalized and cannot receive services, you can use PTO. You will need to fill out the PTO Request Form and check the box that says “the client is hospitalized and I am requesting to use ___ hours of PTO.” Submit the PTO Request Form with your timecard for the pay period when the client was hospitalized.
- Q.** If I provide services to more than one client, how will I know when I have met the required 600 hours?
- A.** SEIU will notify both you, the employee, and Accra when you have met the 600 hours of service requirement.
- Q.** If I provide services to more than one client, who approves PTO requests?
- A.** You should obtain permission from each client for whom you were scheduled to work during the period in which you want to take time off.
- Q.** Who do I contact if I have questions about the union?
- A.** You can contact call the Member Action Center at 651-294-8100 or 1-800-828-0206 or email them at MAC@seiuhealthcaremn.org.

Procedure for Processing PTO Requests:

The PTO Request Form is processed by the Payroll Department much like a timesheet would, but in addition to proofing the timesheet for dates, times, and signatures, Payroll will verify if there is sufficient PTO accumulated to cover the request and that the employee has worked their first 600 hours of service to make them eligible to use PTO.