

Accra Care, Inc.



Paid Time Off Policy for 245D

Policy:

Effective July 1, 2018, Accra is offering Paid Time Off (PTO) to all employees working under the 245D license. All 245D licensed employees will earn one hour of PTO for every 30 hours of 245D services worked. Employees may begin taking PTO once they have it accrued.

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 ends their employment with Accra, and has worked a minimum of 600 hours, they can request to be paid their accrued PTO. They can request accrued PTO up to a maximum of 80 hours by simply completing a PTO Request Form.

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 participant to use PTO. The participant 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 "Employee Resources", under the Employees Tab, located along the top of the homepage. Have the form signed by the Responsible Party, 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.** 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.
- Q.** Can I use PTO hours when the participant is hospitalized?
- A.** Yes, if you have accrued PTO hours, and are not working due to the participant 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 participant 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 participant was hospitalized.

Q. If I provide services to more than one participant, who approves PTO requests?

A. You should obtain permission from each participant for whom you were scheduled to work during the period in which you want to take time off.

Q. Will hours used for PTO impact the number of hours the participant has available for services.

A. No, PTO hours are not taken from the participant’s total available hours.

Procedure for Processing PTO Requests:

The timesheet is processed by employee services like other timesheets, but in addition to proofing the timesheet for dates, times, and signatures, employee services verifies there is sufficient PTO accumulated to cover the requested hours.