

## Paid Time-Off (PTO)

Effective July 1, 2015, the Collective Bargaining Agreement (CBA) went into effect for all home care workers that work for participants 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.

Beginning October 1, 2021, all workers will earn one hour of PTO for every 30 hours worked. Workers need to work 600 hours, or a continuous 6-month period, before they can start using their PTO. Accra is required to track the number of hours worked and report this information to SEIU Healthcare (the union representing home care workers- <http://www.seiuhhealthcaremn.org/>) after each pay period. If your employee works for more than one agency, SEIU will notify Accra when the employee has worked 600 hours and are eligible to use their accrued PTO.

Employees 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. Employees are responsible for managing their PTO balances. According to the Collective Bargaining Agreement, any hours over 80 hours will be deducted from an employee's PTO balance as of July 1st each year. Employee PTO balances can be found on their pay stubs on ADP. Please see payroll section of this handbook for more information about ADP.

### Example Pay Stub

Earnings				This Per		Year-to-Date	
Earnings	Rate	Hours	This Per	Year-to-Date			
CDCS HOUR	17.00	60	1020.00	4000.00			
Holiday CCI	0	1	25.50	25.50			
OT CCI	0	0	0	0			

  

Earnings Statement		
Period Beg/End:	01/05/2020 - 01/18/2020	
Advice Date:	12/7/2020	
Advice Number:	123450000	
Batch Number:	20200105	
<b>Doe, Jane</b>		
3456 Your Street		
Minneapolis, MN 12345		
Other Benefits and Information		
Information	This Peri	Year-to-Date
FED INC TAX	27.50	389.34
FICA/EMPLOYEE	139.22	1138.76
FICA/EMPLOYEE	0	0
MINN INC TAX	104.3	974.24
Current Deposit	744.48	U
PTO Available		33.75

Employees are eligible to waive PTO accrual upon hire. If an employee opts out of their right to accrue PTO, they will be ineligible to accrue PTO until the start of the client's new plan year. Employees who wish to opt out of PTO will need to complete paperwork prior to doing so. Please notify your Service Coordinator for the required paperwork if an employee would like to opt out of PTO. It is the employee's responsibility to contact Accra at the beginning of the plan year if they wish to opt back in to accrue PTO.

If you or your employee terminates their employment with Accra, SEIU requires that accrued PTO be paid out up to 80 hours. Accra will pay out any remaining PTO balances upon termination.

Accra will comply with Sick and Safe time for employees as required by city ordinance. Employees cannot opt out of the Sick and Safe Time.

\*The above figures may be subject to change based on an updated Collective Bargaining Agreement

\*Accra may choose to pay out PTO requests prior to meeting the 6 months or 600 hour requirement

## Process for Requesting PTO

As the employer, you will approve the employee's request for paid time off. You are responsible for ensuring that there is coverage for the participant when the employee is off.

1. Confirm the amount of PTO available. The employee can view their accrued amount of PTO on their online ADP portal.
2. Complete the Consumer Choice PTO Request form. You can download a copy of the form from the website at [www.accrahomecare.org](http://www.accrahomecare.org). Click on Caregivers tab, then Employee Resources.
3. Have the employee complete the form, obtain approval if needed, and then submit to [fmsmytime@accracare.org](mailto:fmsmytime@accracare.org).

## Paid Time-Off Frequently Asked Questions

### **Q. Will the hours of PTO in a work week count towards overtime?**

- A. No, overtime is only calculated on actual hours worked; it does not affect or interfere with your normal hours worked.

### **Q. I work 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 PTO hours be used when the participant is hospitalized?**

- A. Yes, when the employee is eligible to use PTO and is not working due to the participant being hospitalized. Complete the PTO form and check the box that states, "the participant is hospitalized, and I am requesting to use \_\_\_ hours of PTO." Submit the PTO Request Form with the timecard for the pay period when the participant was hospitalized.

### **Q. What if my employee provides services to more than one participant, who approves the PTO?**

- A. The employee will need to obtain permission from each participant before taking time off.

### **Q. What if my employee has questions about the union?**

- A. The employee may call the Member Action Center at 651-294-8100 or 1-800-828-0206 or email them at [MAC@seiuhealthcaremn.org](mailto:MAC@seiuhealthcaremn.org).