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## PAID TIME OFF (PTO) REQUEST

Program:      Consumer Support Grant (CSG)      Agency with Choice (CDCS)  
(Circle One)

Support Worker Name \_\_\_\_\_

Consumer Name \_\_\_\_\_

Date of Request \_\_\_\_\_

### **Dates of PTO (Support Workers must use PTO in 15 minute increments)**

Date \_\_\_\_\_ # of hours \_\_\_\_\_

Date \_\_\_\_\_ # of hours \_\_\_\_\_

Date \_\_\_\_\_ # of hours \_\_\_\_\_

Date \_\_\_\_\_ # of hours \_\_\_\_\_

Date \_\_\_\_\_ # of hours \_\_\_\_\_

**Total Hours Requested** \_\_\_\_\_

Support Worker Signature \_\_\_\_\_

Managing Employer Signature \_\_\_\_\_

### **PAID TIME OFF (PTO) POLICY**

- An Individual Provider (Support Worker) shall accrue one (1) hour of paid time off for every fifty-two (52) hours worked in covered programs, with accrual effective as of July 1, 2015. Support Workers must provide at least 600 hours of these services after July 1, 2015 to use the paid time off they have earned. An Individual Provider (Support Worker) must obtain the express consent of his or her participant (Managing Employer) in order to use PTO. An Individual Provider (Support Worker) may carry over up to eighty (80) hours of PTO from one state fiscal year to the next (July 1-June 30).
- Support Workers must use PTO in 15 minute increments
- Support Workers must complete Paid Time Off Request Form and submit to Managing Employer for approval prior to taking time off.
- Requests will be processed with the next payroll run based on date of receipt.
- PTO available balance will be printed on Support Worker's pay stub.
- Support Workers will be paid only for hours accrued, as reported on pay stub. Hours that exceed available PTO balance will be treated as unpaid time off.