

Paid Time Off Request

P-R-I-N-T Employee Name _____

P-R-I-N-T Client Name _____

Pay Period Start Date	Pay Period End Date	Total PTO Hours Requested
____/____/20____	____/____/20____	_____

Signatures are required for payment:

Employee _____ Date _____

Client/Rep _____ Date _____

For Office Use Only:
SEIU Requirements Met? <u>Yes</u> No
PTO Hours Available _____

PTO Frequently Asked Questions

How is Paid Time Off Calculated and when do hours become qualified for use?

Employees working under CDCS and CSG programs earn one hour of PTO for every 52 hours they work starting July 1, 2015 and must accumulate 600 hours worked in covered programs before they can use their PTO, per the Labor Agreement with SEIU

What is my PTO Balance? Accrued Balance and PTO Used Balances are located on your paycheck stub or direct Deposit stub.

Who approves paid time-off requests?

The Union Agreement states that workers "must obtain the express consent of his or her participant/client in order to use PTO." This means that workers cannot take their PTO without the permission of the participant they work for and the request must be signed by the employee and the Participant representative.

Can I turn in PTO hours in addition to the hours worked?

Yes, employees can turn in PTO hours above and beyond hours worked, however, they do not count toward overtime.

When do I get paid for PTO days that I request and will they be included in my regular payroll payment?

You will receive a separate Direct Deposit for PTO hours requested and you will be paid for the PTO days according to the payroll schedule.

What hourly rate will be used to pay out PTO hours if I have different pay rates for different services that I provide as an employee?

Your hourly PTO rate will be calculated using a weighted average over a look back period of 3 months.

What if I work with multiple clients and/or multiple FSE's under the CDCS and CSG programs?

The employee will need to call the Union at 800-828-0206 and request that the Union notify the FSEs that they can begin using accrued PTO.

What happens to PTO hours employees accumulate but don't use?

As of June 30th each year employees can carry over up to 80 hours of unused PTO, the fiscal year is from July 1st to June 30th. If an employee discontinues working for the participant, the FSE must cash out the qualified unused PTO the employee has

Options for Submitting Your PTO Requests

Toll Free Fax: 1-888-400-3238

E-Mail: Payroll@yourfse.com

Questions: Call your CDI Contact

Mail: Consumer Directions

PO Box 6128

Saint Cloud, MN 56302