

Sick Time System Quick Guide

SICK TIME REMINDERS

- **WHEN DOES SICK LEAVE BEGIN?**

Sick leave starts to accrue beginning January 1, 2022.

- **WHEN CAN I BEGIN USING SICK LEAVE?**

Sick leave can be used once it is accrued.

- **WHO IS ELIGIBLE FOR SICK LEAVE?**

Attendants who have been cleared for hire will accrue **1 hour** of sick leave for every **30 hours** worked. PPL will calculate sick time accrual based on the required hours being worked.

- **HOW IS SICK LEAVE EARNED?**

Eligible attendants earn **1 hour** for every **30 hours** worked. PPL will figure out the number of sick leave hours an attendant has earned *as they are accrued*. Sick leave hours will accrue after the attendant has been cleared to work and has worked 30+ hours.

- **HOW IS SICK LEAVE CALCULATED?**

Eligible attendants earn **1 hour** for every **30 hours** worked

Example 1

60 work hours = 2 sick leave hours earned

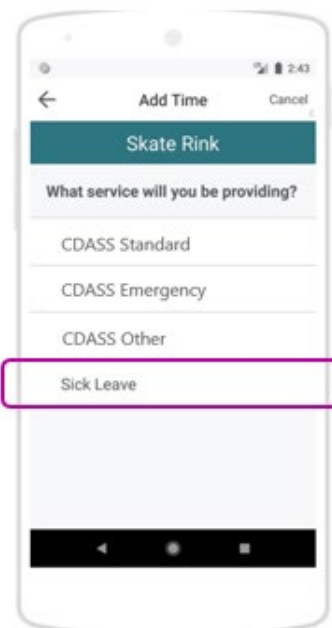
Example 2

Eli is cleared for hire. He works a total of 60 hours. Eli started accruing sick leave when he worked 30 hours. For his first paycheck, he will have 2 hours of sick leave ready to use.

- **HOW SOON AFTER USE MUST SICK LEAVE BE SUBMITTED OR APPROVED?**

Member/AR Approval: Submitted sick leave must be approved by the Member/AR upon submission (within 30 days of use)

Attendant Submission: Sick Leave must be submitted for approval within 30 days of the date used. Sick leave hours submitted after 30 days will be **denied**.



HOW DO I SUBMIT SICK LEAVE IN TIME4CARE?

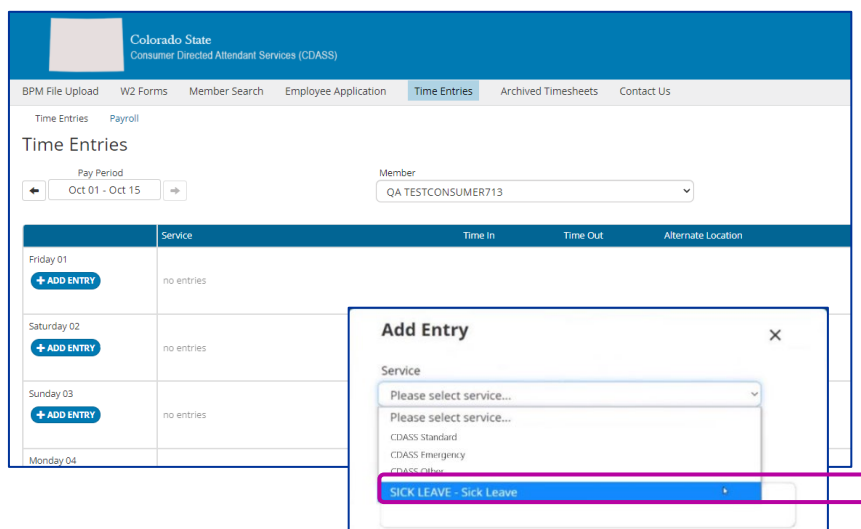
The **Attendant** will:

1. Log into the Time4Care mobile app.
2. Select Add Time on a specific date.
3. Select your Member.
4. The next screen will be the Time4Care service view which will include the **Sick Leave** service.
5. Enter your time and submit for the Member/AR to approve.

HOW DO I SUBMIT SICK LEAVE IN BETTERONLINE WEB PORTAL?

The **Attendant** will:

1. Log into BetterOnline Web Portal.
2. Click on +ADD ENTRY on the date they wish to submit time.
3. The Services will now include **Sick Leave**.
4. Submit the time entry for their Member/AR to approve.



HOW DO I SUBMIT SICK LEAVE VIA TVV/TELEPHONY?

**The Member/AR should first call PPL customer service to register their phone number. Customer Service can be reached at: [1-888-752-8250](tel:1-888-752-8250)*

Attendants will:

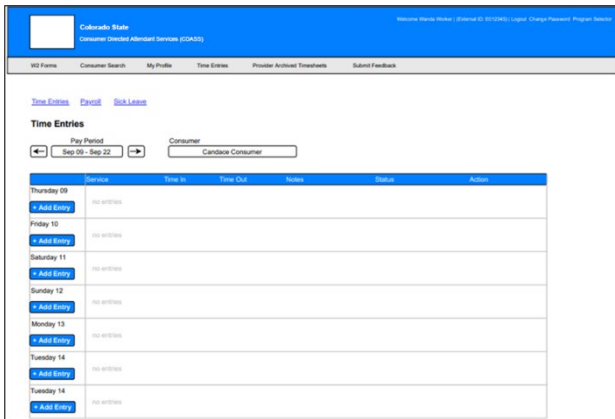
- Dial 1-844-885-6908
- Enter last 4 digits of your Social Security Number (SSN) and Date of Birth
- Select Program Member from list
- Follow prompts to start new, modify, or end shift

- The attendant will be able to enter their **sick time** once it is available to them.
- If needed, follow prompts to correct and resubmit entries

Member/Authorized Representatives will:

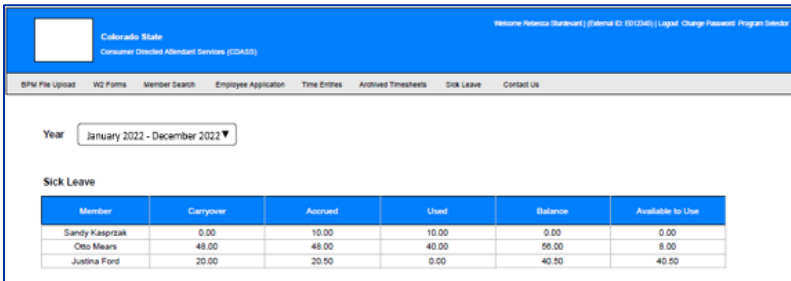
- Dial 1-844-885-6908
- Verify identity by entering Last 4 digits of SSN and DOB
- Select Attendant from list
- Follow prompts to review and approve or reject any submitted shifts

HOW DO I VIEW MY SICK LEAVE ACCRUAL AND USE?



Attendant View:

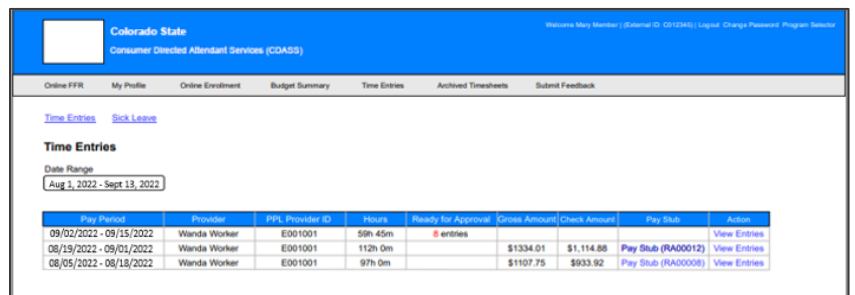
There will be a new **Sick Leave** link the attendant will see after clicking on the Time Entries link in BetterOnline Web Portal.



After clicking the link, the attendant will see a new screen with sick leave information.

Member/AR View:

There will be a new **Sick Leave** link the Member/AR will see after clicking on the Time Entries link in BetterOnline Web Portal.



After clicking the link, the Member/AR will see a new screen with sick leave information.

Colorado State
Consumer Directed Attendant Services (CDASS)
Welcome Mary Member | External ID: C012345 | Logout Change Password Program Selection

[Online FFR](#) | [My Profile](#) | [Online Enrollment](#) | [Budget Summary](#) | [Time Entries](#) | [Archived Timesheets](#) | [Submit Feedback](#)

Sick Leave

Provider	Eligibility	Carryover	Accrued	Used	Balance	Available to Use
Wanda Worker	Eligible	40.00	10.00	8.00	42.00	32.00
Patty Provider	Eligible	6.33	0.00	0.00	6.33	6.33
Emily Employee	Not Eligible	0.00	0.00	0.00	0.00	0.00

STURDEVANT, REBECCA - E012345
October 22, 2022
Check No. RA000123

Labor Earnings for Period: 09/30/2022 - 10/13/2022	Units	This Check	YTD Amount	Payments	This Check	YTD Amount
Attendant Care	24.00	252.00	5,166.00	Total Earnings	276.25	5213.25
Paid Sick Leave	2.50	26.25	47.25	Federal Income Tax	-17.40	-328.43
				Medicare - Employee	-4.01	-75.56
				Social Security - Employee	-17.13	-323.22
				State Tax	-9.95	-187.68
				Net Pay	227.76	

Sick Leave (Balance + Carry Over + Accrued) - Used

Sick Leave Accrued 6.00

Sick Leave Used 4.50

Sick Leave Balance 1.50

Time and Invoices Paid							
Participant	Last Name	First Name	Start Date	Service	Units	Rate	Amount Paid
C012345	Kasprzak	Sandy	09/30/2022	CDASS Standard	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/03/2022	CDASS Standard	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/04/2022	CDASS Other	2.50	10.50	26.25
C012345	Kasprzak	Sandy	10/06/2022	CDASS Standard	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/08/2022	CDASS Standard	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/12/2022	CDASS Standard	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/13/2022	CDASS Standard	4.00	10.50	42.00

Pay Stubs: A new **Sick Leave** section will be on the Attendant's pay stub