

VA CCC+ PAID SICK LEAVE TRAINING FOR SERVICE FACILITATORS

October 2021

Presented by Public Partnerships, LLC

AGENDA

Welcome

What is Paid Sick Leave

Eligibility

Earning Sick Leave

Sick Leave Rules & Examples

How to Submit & View Sick Leave

Dates to Remember

Additional Resources

Q&A



WELCOME SERVICE FACILITATORS!

During this training, we will share news and information about the new paid sick leave benefit and what this means for your Employers of Record, Consumers, and their Attendants!

Please hold your questions as will have time for Q&A at the end of the training.

WHAT IS PAID SICK LEAVE?

Sick leave is **paid time off** employees receive when they are absent from work due their personal needs. Through paid sick leave, an employee receives their wages when they are sick.

WHAT DOES THIS MEAN FOR YOUR CONSUMERS & ATTENDANTS?

House Bill 2137 was passed by the 2021 Virginia General Assembly which requires eligible consumer directed attendants to have paid sick leave.



ELIGIBILITY

WHO IS ELIGIBLE FOR SICK LEAVE?

- Sick leave is available to attendants who work an average of **20 hours per week** or **90 hours per month for all 3 months**
- PPL will determine eligibility by the number of hours the attendant works in a **quarter**.



WHEN IS ELIGIBILITY REVIEWED?



July 1 – June 30th = **FISCAL YEAR**

HOW IS ELIGIBILITY DETERMINED?

- PPL will evaluate the hours worked by each attendant to determine their eligibility. This will take place at the end of each quarter.
- Eligibility calculations will occur on the **21st day after the quarter ends.**
- **Example:** Hours worked in Quarter 1 (July 1 – September 30) will be evaluated for eligibility on October 21st.

Quarter	Qualifying Quarter	Date of Eligibility	Date Sick Leave Hours Are Available
1	July 1 – September 30	October 21	November 1
2	October 1 – December 31	January 21	February 1
3	January 1 – March 31	April 21	March 1
4	April 1 – June 30	July 21	August 1

HOW IS ELIGIBILITY MEASURED?

- Eligibility is reevaluated each fiscal year
 - July 1 – June 30th = **FISCAL YEAR**
- If an attendant does not meet sick leave eligibility in the first quarter, PPL will reevaluate them each following quarter to determine if they meet eligibility.
- If the attendant meets the qualification for sick leave, they remain eligible until the end of the **fiscal year**.

We will provide examples and screenshots, in the following slides!



EARNING SICK LEAVE

DEFINITIONS

- **FISCAL YEAR** – A one-year period companies use for financial reporting
- **QUALIFYING QUARTER** – A 3-month period used to calculate sick pay eligibility
- **ELIGIBILITY** – Are you able to get paid sick leave (20 hours per week or 90 hours per month)
- **CARRYOVER** – The total hours from last year rolled over to the next year
- **ACCRUED** – The total number of hours accumulated in the current fiscal year
- **USED** – The total amount of sick time hours used
- **BALANCE** – The number of hours accumulated and hours rollover
- **AVAILABLE TO USE** – The total amount of hours *available*

HOW DO YOU EARN SICK LEAVE?

- PPL will follow program rules to determine the initial number of sick leave hours an attendant has earned *after* they become eligible
- Eligible attendants earn **1 hour** for every **30 hours** worked during the qualified quarter
- Sick leave hours will accrue at the beginning of the **qualifying quarter**

Quarter	Qualifying Quarter	Date of Eligibility	Date Sick Leave Hours Are Available
1	July 1 – September 30	October 21	November 1
2	October 1 – December 31	January 21	February 1
3	January 1 – March 31	April 21	March 1
4	April 1 – June 30	July 21	August 1



SICK LEAVE RULES & EXAMPLES

SICK LEAVE RULES

- Only 40 hours of earned and unused sick time can **carry over** in a fiscal year (July 1- June 30)
- Unused sick time will be carried over into the following fiscal year
 - For example:
 - July 1, 2022 – June 30, 2023 is one fiscal year
 - July 1, 2023 – June 30, 2024 is another
- In order to be paid for your sick leave, you must submit your sick time within 30 days
- Attendants can use no more than 40 sick leave hours in a fiscal year

HOW TO CALCULATE SICK LEAVE

- Remember: Eligible attendants earn **1 hour** for every **30 hours** worked during the qualified quarter

- Example 1

- 60 work hours = 2 sick leave hours earned
- 240 work hours = 8 sick leave hours earned

- Example 2

- Eli qualifies for sick leave. During quarter 4 (April 1st – June 30th) of the fiscal year, he works a total of 270 hours. Eli will start to accrue sick leave on **April 1st**. He will have 9 hours of sick leave available on **August 1st**.



SICK LEAVE REMINDERS

- Remember: Used sick leave hours must be submitted within **30 days**. Sick leave hours submitted for payment after 30 days will be **denied**.
- Be sure to remind your EORs and attendants to submit and approve time entries promptly to be included in this calculation.

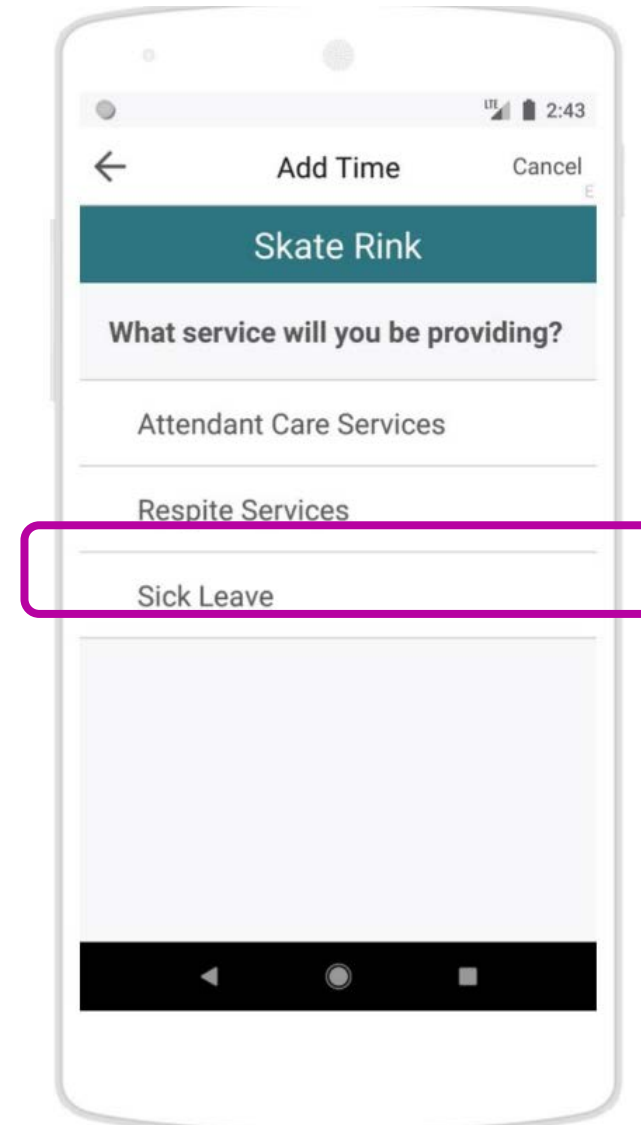




HOW TO SUBMIT AND VIEW SICK LEAVE

TIME4CARE MOBILE APP

- The **Attendant** will:
- Log into the Time4Care mobile app
- Select Add Time on a specific date
- Select your Consumer
 - The next screen will be the Time4Care service view which will include the **Sick Leave** service.
- Enter your time and submit for the Employer to approve.
- *Need help with Time4Care?*
- <https://www.publicpartnerships.com/tools/time4care-evv/>



IVR (TELEPHONY)

**The Consumer should first call PPL customer service to register their landline phone.
Customer Service can be reached at: [833-549-5672](tel:833-549-5672)*

Attendants will:

- Dial [833-204-9047](tel:833-204-9047)
- 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

Consumer/Authorized Representatives will:

- Dial [833-204-9047](tel:833-204-9047)
- 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



E-TIME ENTRY*

- The documented **Attendant** will:
- Log into My Account
- Click on the My Timesheets tile in MyAccount for the time entries page.
- Select the Add Entry button on the date they wish to submit time.
 - The Services will now include **Sick Leave**
- Submit the time entry for their Employer to approve.

**This option is only available to documented Live-In attendants*

E-TIME ENTRY

MyAccount Dashboard

Now that you have registered for MyAccount, please do the following to complete your enrollment.

- Add your electronic signature under My Signature
- Complete your Enrollment documents under My Programs

Once these items are completed, you will be able to start! If you have any questions, please see the contact us for each page.

My details Section complete

[View](#)

My signature Section complete

[Change](#)

My programs Section complete

[Change](#)

My timesheets Section complete

[View](#)

My W-2 Section complete

[View](#)

My paystubs Section complete

[View](#)

VA CCC Plus Program

Welcome Wanda Worker | External ID: E012345 | Logout Change Password Program Selector

W2 Forms Consumer Search My Profile Time Entries Provider Archived Timesheets Submit Feedback

[Time Entries](#) [Payroll](#) [Sick Leave](#)

Time Entries

Pay Period: Sep 09 - Sep 22 Consumer: Candace Consumer

	Service	Time In	Time Out	Notes	Status	Action
Thursday 09	no entries					+ Add Entry
Friday 10	no entries					+ Add Entry
Saturday 11	no entries					+ Add Entry
Sunday 12	no entries					+ Add Entry

Add Entry

Service

- Please select service...
- Please select service...
- S5126 - Attendant Care Services
- S5150 - Respite Services
- SICK LEAVE - Sick Leave**

Please select a reason for manually entering time.

- I forgot to clock in/clock out
- My phone or tablet was not working
- The app was not working
- I didn't have a phone or tablet
- My member had an emergency
- I clocked in/out at the wrong time
- New enrollment being processed

[ADD ENTRY](#) [CANCEL](#)

ATTENDANT VIEW

There will be a new **Sick Leave** link the attendant will see after clicking on the My Timesheets tile in MyAccount.

The screenshot shows the VA CCC Plus Program interface. At the top, there is a navigation bar with the program name and a user welcome message. Below this is a menu with options like 'W2 Forms', 'Consumer Search', 'My Profile', 'Time Entries', 'Provider Archived Timesheets', and 'Submit Feedback'. In the main content area, there are three links: 'Time Entries', 'Payroll', and 'Sick Leave'. The 'Sick Leave' link is highlighted with a pink rectangular box. Below the links, there is a 'Time Entries' section with a 'Pay Period' dropdown set to 'Sep 09 - Sep 22' and a 'Consumer' dropdown set to 'Candace Consumer'. A table below shows a list of dates from Thursday 09 to Tuesday 14, each with a '+ Add Entry' button and the text 'no entries'.

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

The screenshot shows the VA CCC Plus Program interface with the 'Sick Leave' section active. It features a table with the following data:

Consumer	Eligibility	Carryover	Accrued	Used	Balance	Available to Use
Cassie Consumer	Eligible	40.00	10.00	8.00	42.00	32.00
Mary Member	Not Eligible	6.33	0.00	0.00	6.33	6.33
Peter Participant	Not Eligible	0.00	0.00	0.00	0.00	0.00

SERVICE FACILITATOR, EMPLOYER & CONSUMER VIEW

VA CCC Plus Program

Welcome Mary Member | (External ID: C012345) | Logout | Change Password | Program Selector

Online FFR | My Profile | Online Enrollment | Budget Summary | Time Entries | Archived Timesheets | Submit Feedback

[Time Entries](#) | **[Sick Leave](#)**

Time Entries

Date Range
Aug 1, 2021 - Sept 13, 2021

Pay Period	Provider	PPL Provider ID	Hours	Ready for Approval	Gross Amount	Check Amount	Pay Stub	Action
09/02/2021 - 09/15/2021	Wanda Worker	E001001	59h 45m	8 entries				View Entries
08/19/2021 - 09/01/2021	Wanda Worker	E001001	112h 0m		\$1334.01	\$1,114.88	Pay Stub (RA00012)	View Entries
08/05/2021 - 08/18/2021	Wanda Worker	E001001	97h 0m		\$1107.75	\$933.92	Pay Stub (RA00008)	View Entries

There will be a new **Sick Leave** link the consumer will see after clicking on the My Timesheets tile in MyAccount.

VA CCC Plus Program

Welcome Mary Member | (External ID: C012345) | Logout | Change Password | Program Selector

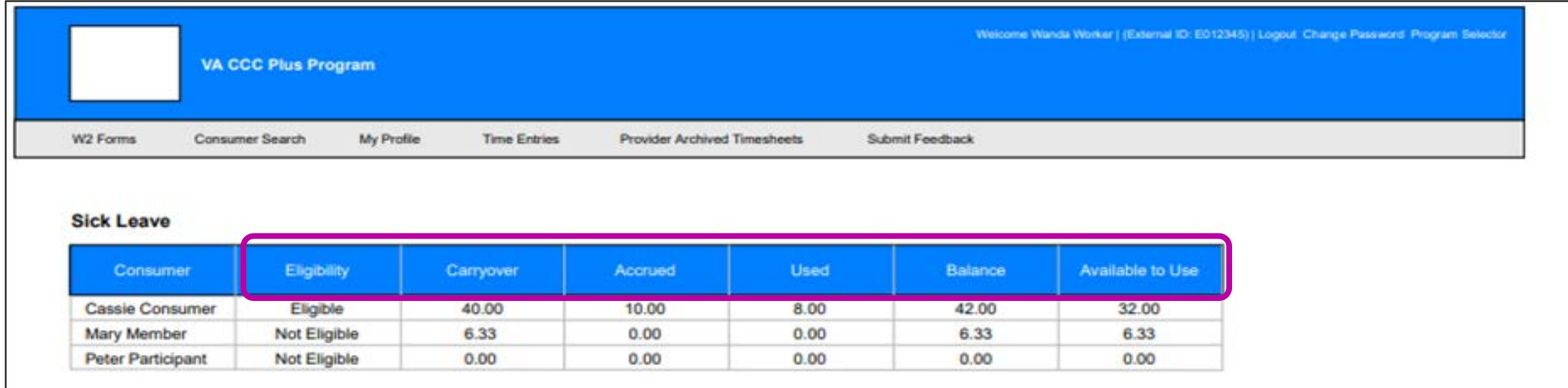
Online FFR | My Profile | Online Enrollment | Budget Summary | Time Entries | Archived Timesheets | Submit Feedback

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

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

SICK LEAVE DEFINITIONS



VA CCC Plus Program

Welcome Wanda Worker | (External ID: E012345) | Logout Change Password Program Selector

W2 Forms Consumer Search My Profile Time Entries Provider Archived Timesheets Submit Feedback

Sick Leave

Consumer	Eligibility	Carryover	Accrued	Used	Balance	Available to Use
Cassie Consumer	Eligible	40.00	10.00	8.00	42.00	32.00
Mary Member	Not Eligible	6.33	0.00	0.00	6.33	6.33
Peter Participant	Not Eligible	0.00	0.00	0.00	0.00	0.00

The above screenshot shows what you are eligible, what can be carried over, accrued, used, balance, and available to use. During the first year of sick time, the carryover will be 0.

Carryover amounts will not show until July 2, 2022.

DEFINITIONS

- **FISCAL YEAR** – A one-year period companies use for financial reporting
- **QUALIFYING QUARTER** – A 3-month period used to calculate sick pay eligibility
- **ELIGIBILITY** – Are you able to get paid sick leave (20 hours per week or 90 hours per month)
- **CARRYOVER** – The total hours from last year rolled over to the next year
- **ACCRUED** – The total number of hours accumulated in the current fiscal year
- **USED** – The total amount of sick time hours used
- **BALANCE** – The number of hours accumulated and hours rollover
- **AVAILABLE TO USE** – The total amount of hours *available*

PAY STUB

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

BASSFIELD, SHELAH - E012345				October 22, 2021		Check No. RA000123	
Labor Earnings for Period: 09/30/2021 - 10/13/2021				Units	This Check	YTD Amount	
Attendant Care		24.00	252.00	5,166.00			
Paid Sick Leave		2.50	26.25	47.25			
				Payments	This Check	YTD Amount	
				Total Earnings	276.25	5213.25	
				Federal Income Tax	-17.40	-328.43	
				Medicare - Employee	-4.01	-75.56	
				Social Security - Employee	-17.13	-323.22	
				Virginia State Tax	-9.95	-187.68	
				Net Pay	227.76		
Sick Leave <small>(Balance = Carry Over + Accrued - Used)</small>							
				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	09/30/2021	Attendant Care	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/03/2021	Attendant Care	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/04/2021	Paid Sick Leave	2.50	10.50	26.25
C012345	Kasprzak	Sandy	10/06/2021	Attendant Care	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/08/2021	Attendant Care	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/12/2021	Attendant Care	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/13/2021	Attendant Care	4.00	10.50	42.00

Dates to Remember!

July 1st – Sick leave calculation start date

October 21st – PPL will determine eligibility for all attendants

November 1st – Eligible attendants can begin using Sick Leave



ADDITIONAL RESOURCES

Visit our website for more information answers to frequently asked questions!



www.publicpartnerships.com/programs/virginia



Customer Service : 1-833-549-5672



Fax: 1-866-709-3319



Email: pplVA@pcgus.com

Virginia Sick Leave Information and Frequently Asked Questions

For information about the Virginia Paid Sick Leave policy updates, please click the links below.

[VA Paid Sick Leave One-Page Information Sheet](#)

[VA Paid Sick Leave FAQs](#)

**Questions
from the Sick
Leave Training
will be added
to PPL's FAQ!**

QUESTIONS?

Please use the chat feature for Q&A





www.publicpartnerships.com