



PCA Paid Time Off (PTO) Form

Below are a list of criteria for PCA Choice employees to know in regards to accrued Paid Time Off (PTO):

- PTO accumulation, usage and balance totals are listed on a letter included with the PCAs paystub.
• PCA Choice employees will accrue 1 hour of PTO for every 43 hours worked (effective August 1, 2017).
• Once a PCA has worked 600 hours they will be eligible to redeem PTO.
• Program Recipients/Responsible Party (RP) must consent for PCAs to use PTO. PTO Request Forms must be submitted to their program recipient/RP for advance approval and eventual processing on the applicable payroll.
• PTO hours are paid at the PCAs standard wage, and may not be used towards the weekly hours total for overtime. (Example: PCA works 38 hours and requests use of 10 PTO hours. The PCA will be paid 48 standard hours. The 8 hours over 40 hours is not considered overtime).
• PCAs can ONLY carry-over up to 80 hours of unused PTO from one fiscal year to the next, July 1 – June 30.
• PCAs who resign or are terminated must cash out the unused PTO earned. PCAs are not eligible to cash out PTO until working 600 hours.

Name of PCA (Print) _____

Date(s) requested off, if applicable _____

Number of PTO hours requested _____

Cashing out available hours, up to 80 PTO hours (Check box)

By signing this form, I am consenting for my PCA employee to use Paid Time Off for the above date(s) and hours.

Signature of Program Recipient/Responsible Party

Date

Signature of PCA

Date

For Office Use Only:

Table with 2 columns and 2 rows for office use only. Row 1: [] Approved, [] No Paid Time-Off Available. Row 2: Total Requested:, Total Paid: