

## **COLORADO CONSUMER DIRECTED ATTENDANT SUPPORT SERVICES (CDASS) SICK LEAVE FAQ**

### ***How do I qualify for paid sick leave?***

CDASS Attendants must complete the hire process, which includes hire paperwork and the necessary background checks, to work. For every 30 hours worked by a CDASS Attendant, 1 hour of sick leave is accrued.

### ***Once I qualify for paid sick leave, how long does the qualification last?***

CDASS Attendants qualify for 1 hour of sick leave each time they work up to 30 hours. If employment ends, the Attendant's accrued sick leave will remain in their balance for up to 6 months. To access this time, the Attendant would have to be rehired within 6 months of separation.

### ***What is accrual period?***

The accrual period is a calendar year, January 1<sup>st</sup> to December 31<sup>st</sup>.

### ***What's the total amount of sick leave hours I can accrue?***

Attendants may accrue up to 48 hours of paid sick leave in a calendar year.

### ***Can I roll any unused sick leave hours over to the next calendar year?***

Yes, Attendants may carry over any unused sick leave to the next calendar year up to 48 hours. Attendants can only accrue and use up to 48 hours of sick leave in a calendar year.

### ***When can I start to use my sick leave hours?***

Sick leave hours can be used once they have been accrued. Because sick leave starts January 1<sup>st</sup>, 2022, you may not see hours accrued until your first paycheck, depending on if you exceeded 30 hours of work.

### ***How do I request sick leave when I need to be off?***

Attendants must notify the Member or Authorized Representative (AR) when requesting to use sick leave. Notification can be verbally, in writing, or by any other means acceptable to the Member/AR.

***How do I submit my sick leave hours for payment?***

Sick leave must be submitted through BetterOnline portal, Time4Care mobile app, or Telephony. Attendants must submit sick leave hours used within 30 days. Sick leave hours submitted for payment after 30 days will be denied.

There will be a “Sick Pay” code for Attendants to select and submit sick leave.

***I am a Member/AR, how do I approve sick time for my Attendant?***

The time is approved in BetterOnline portal, Time4Care mobile app, or Telephony using the normal time approval process.

***Can a Member/AR deny an Attendant’s request to use sick leave?***

No, not if it meets one or more of the appropriate uses as listed in Senate Bill 20-205. However, the Attendant must provide a reasonable notice to the Member/AR when sick leave is foreseeable. Member/AR cannot penalize an Attendant for requesting and/or taking sick leave.

***What happens if I only need to use 30 minutes of paid sick leave? Do I have to use an hour?***

No, sick leave may be used in 15 minute increments.

***Can I use paid sick leave if the Employer of Record changes?***

Yes. In CDASS, the Member or AR can be the Employer of Record. The paid sick leave accrued with the Member the Attendant is working for can be used for sick leave under that Member.

***How do I use sick leave when I work for multiple Members?***

Sick leave hours are not interchangeable between Members. For example, Attendant James works for Members John and Sue. James has earned 4 hours of sick time while working for John and earned 8 hours while working for Sue. Even though James has earned a total of 12 hours of sick time between the two Members, only 4 can be used under Member John and only 8 can be used under Member Sue.

***If the Member switches to a different Financial Management Services vendor, will I keep my sick leave hours that I’ve already earned?***

Yes, a transition process is in place.

***How will I know how many sick leave hours I have available to use?***

Sick leave hours will be displayed on the Attendant's pay stubs.

***Who is responsible for the tracking of accrued/used sick leave hours?***

The Member/AR is responsible for the tracking and approval of all eligible sick leave hour requests for Attendants. Attendants are responsible for tracking their available sick leave balance prior to submitting sick leave.

***If I'm terminated, can I get paid for any unused sick leave?***

No, unused sick leave hours cannot be paid out upon termination.

***Can I get overtime when I use sick leave?***

No, sick leave is not counted as time worked and will not be included when calculating overtime payments.

***What is my pay rate for sick leave hours?***

If an Attendant has one pay rate, sick leave will be paid out at that rate. If an Attendant has multiple pay rates in which they accrued sick leave under, a weighted average will be applied to create a sick leave pay rate.

***Do I need to provide my Member/AR with a doctor's note when using sick leave?***

Documentation may be required for paid sick leave of four or more consecutive days. Your Member/AR will make that decision; PPL will not.

***What about my Difficulty of Care (DOC) exemption?***

Sick leave is taxable income and does not apply to the Difficulty of Care tax exemption. State and Federal tax will be withheld from sick leave payments where applicable.

***Additional Questions?***

***Contact your Customer Service Team***



Customer Service Phone: [1-888-752-8250](tel:1-888-752-8250)



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