

## **Frequently Asked Questions: Sick Leave**

**1. How do I qualify for paid sick leave?**

*Consumer Directed Attendants who work an average of at least 20 hours per week or 90 hours per month will qualify for sick leave.*

**2. If I don't qualify initially for paid sick leave, will I have another opportunity to qualify?**

*Yes, eligibility criteria will be evaluated on a quarterly basis.*

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

*Once attendants meet the eligibility for sick leave, you will remain eligible until the end of the current fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). Eligibility will be reassessed each fiscal year.*

**4. What is the fiscal year period?**

*The fiscal year period is from July 1<sup>st</sup> – June 30<sup>th</sup>.*

**5. How many hours of sick leave will I accrue?**

*Attendants will accrue one hour of paid sick leave for every 30 hours worked.*

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

*Attendants may accrue up to 40 hours of paid sick leave in a fiscal year.*

**7. Can I roll any unused sick leave hours over to the next fiscal year?**

*Yes, attendants may carry over any unused sick leave to the next fiscal year. However, you can only have a maximum of 40 hours per fiscal year.*

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

*Eligible attendants may start using sick leave November 01, 2021. Sick leave will be applied automatically for eligible attendants; no additional steps are required.*

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

*Attendants must notify their Employer of Record (EOR) when requesting to use sick leave. Notification can be verbally, in writing, or by any other means acceptable to the EOR.*

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

*Sick leave must be submitted using the web portal. Attendants must submit sick leave hours used within 30 days. Sick leave hours submitted for payment after 30 days will be denied.*

**11. I am an EOR, how do I approve sick time for my caregiver?**

*The time is approved in the web portal using the same time approval process.*

**12. Can an EOR deny an attendant's request to use sick leave?**

*No, however, the attendant must provide a reasonable notice to the EOR when sick leave is foreseeable. EOR's cannot penalize an attendant for requesting and/or taking sick leave.*

**13. 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 minutes increments.*

**14. What happens if I fail my criminal background check?**

*Attendants with a full fail criminal background check do not qualify for paid sick leave.*

**15. Can I use paid sick leave if I switch EOR's?**

*Yes, the paid sick leave remains with the attendant and should transfer to the new EOR, as long as the member and the attendant remains the same.*

**16. If the member switches to a different Managed Care Organization (MCO), will I keep my sick leave hours that I've already earned?**

*Yes, a transition process is in place.*

**17. 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.*

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

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

**19. 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.*

**20. When I use my sick leave, will my patient pay obligation be deducted?**

*Yes, patient pay will be deducted from the attendant's pay, even if sick leave has been used.*

**21. Do I need to provide my EOR with a doctor's note when using sick leave?**

*Documentation may be required for paid sick leave of three or more consecutive days. Your EOR will make that decision; DMAS or the FEA will not.*