

PCA PAID TIME OFF (PTO) POLICY

As of January 2023, Cross Home Care has updated our Paid Time Off (PTO) Policy. Paid Time Off (PTO) is the company's provided benefit where an employee is allotted an amount of paid time which may be used for vacation, sick, or personal time. The company shall require employees to accrue PTO based on time worked.

ACCRUING PTO

- Employees will begin accruing PTO upon date of hire. Although PTO will begin accruing, PTO will not be considered earned until the employee has been employed by Cross Home Care for a period of 6 months- meaning that an employee cannot use accrued PTO until they have been employed for 6 months.
- PTO will accrue at the rate of .02 per hour with a maximum of 40 hours/ year. (Example: Employee worked 40 hours per week for one year equaling 41.6 hours. This employee would receive the max allowance of PTO for the year at 40 hours.)
- If an employee calls off, he/she forfeits any PTO that can be earned during that pay period.
- Associates will not accrue PTO time while on leave of absence or unpaid suspension nor will be permitted to use PTO while on unpaid suspension by Cross Home Care.

USE OF, NOTICE AND SCHEDULING:

- All original Care Logs must be turned into the office before PTO will be approved. This is to assist the office with receiving all original documents needed to fulfill our requirements.
- PTO may NOT be used as missed time because an employee failed to report to work (call-off, no call/ no show), reports late to work (except during inclement weather) or to add hours.
- Employees are required to provide a minimum of two weeks' notice (unless approved by management) and obtain approval by immediate supervisor/manager prior to using PTO. This allows for our Schedule Coordinator to prepare for time off and assure that all staffing needs are met.
- Supervisors/managers reserve the right to refuse payment of PTO because of improper advance notice or in the event that adequate staffing is unavailable to cover.
- PTO is paid at your regular pay rate and is not subject to overtime.
- Employees may not take less than one (1) hour of PTO at a time.
- PTO can only use 40 hours maximum at a time.
- Employee must turn in ALL original Carelogs before receiving any PTO

ROLLOVER:

- At the beginning of each year, each employee has the option to roll over a maximum of 20 hours from the previous year.
- It is the employee's responsibility to complete the PTO Form and provide it to Cross Home Care by January 15th of each year regarding rollover.
- If Cross Home Care is not advised by the employee of what to do with their accrued PTO time, that PTO will be forfeited.
- All rolled over hours must be used by the first quarter of the year (March 31st deadline). Any unused rollover hours from the previous year will be forfeited as of April 1st.

TERMINATION:

- Employees who have been employed for at least one year, provide a two week notice and exit on good terms may be paid for all available but unused PTO when leaving Cross Home Care LLC at the discretion of management. Accrued (unearned) PTO is excluded from payout. Employees who give two weeks' notice of employment termination must work the two weeks without utilizing PTO. If you are terminated from the company, you forfeit all existing or future PTO.

RECORDING PAID TIME OFF:

- Employees must complete a PTO Request Form. Management is required to approve the PTO request and the PTO Request Form will be filed in the employee's file.
- The amount of PTO available and used will appear on the employee's pay stub.