

**Return Form to Payroll Department:**

Email: [payroll@picsmn.org](mailto:payroll@picsmn.org)

Fax: 651-967-5061

Mail: 1605 Eustis Street, St. Paul, MN 55108



# Time Off Request Form

Worker Name (Your Name): \_\_\_\_\_

Participant Name: \_\_\_\_\_ Representative Name: \_\_\_\_\_

**\*Due Date:** Time Off Requests are due by Monday at Noon, following the standard PICS Payroll Schedule. Eligible requests are processed for the next scheduled payday.

**■ Paid Time Off (PTO)**

**PTO General Guidelines:**

- Uses: PTO can be used for Vacation time; or when the Participant is hospitalized.
- Eligibility: Worker must provide direct support to Participant receiving services through CDCS or CSG.
- PTO hours do not count toward overtime.

Hours Requested: \_\_\_\_\_ (15 minutes = 0.25)

**■ Sick and Safe Time (SICK)**

**IMPORTANT NOTE:** Due to pending legal actions against these city ordinances and legal opinion held by PICS on Worker classification, all SICK requests will be reviewed by PICS Human Resources to determine eligibility.

**SICK General Guidelines:**

- **Cannot** be used for vacation time. For a detailed list of approved use criteria, please refer to the back page.
- Worker must provide direct support to a Participant that resides in Bloomington, Minneapolis, or Saint Paul.

Hours Requested: \_\_\_\_\_ (15 minutes = 0.25)

Requested for the following date(s) and time: \_\_\_\_\_

*\*Regular hours worked and SICK Time must not overlap.*

\_\_\_\_\_  
**Worker Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Representative Signature (Not Required for SICK)**

\_\_\_\_\_  
**Date**

*Office Use Only*

PTO	GP ID	Number of Hours	Hourly Rate	Total	Approval
SICK	Participant City	GP ID	BLMG/MPLS: 6 or more EEs?	St. Paul FEA:	80 hrs of work done?
	BLMG MPLS STP		YES: paid NO: unpaid	Paid (Eff Jan. 1, 2018)	YES NO

### More Information Regarding PTO

<b>Uses</b>	For Worker's vacation time or for personal time off.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Worker must provide direct support to Participant receiving services through funding source CDCS or CSG.</li> </ul>
<b>Accrual Rate</b>	<ul style="list-style-type: none"> <li>Worker will accrue 1 hour of PTO for every 30 hours worked which can be used as earned.</li> <li>The total number of available hours is listed on the Worker's paystub. To receive a copy of paystub, please contact the PICS Payroll Department.</li> </ul>
<b>Plan Year</b>	July 1 – June 30
<b>Max Accrual</b>	Maximum yearly accrual is not limited in plan year.
<b>Max Carryover</b>	Maximum carry over is 80 hours at end of plan year. Hours in excess of 80 hours will be lost if not used.
<b>Requesting Time</b>	Complete <b>Time Off Request Form</b> and submit to PICS Payroll Department. Workers who submit a timecard for 80 hours in a pay period may submit a PTO request. This would be considered Supplemental Wages (taxed at a higher rate).
<b>Cash Out</b>	Cash out upon separation.

### More Information Regarding SICK

<b>Uses</b>	<ul style="list-style-type: none"> <li>For Worker's own illness, injury, or health condition or to obtain medical diagnosis, treatment, or preventative care for such condition(s);</li> <li>Care for family member with an illness, injury, or health condition; or who needs medical diagnosis, treatment, or preventative care for such condition(s);</li> <li>For an absence due to domestic violence, sexual assault, stalking, or to obtain medical treatment or other services related thereto;</li> <li>Closure of Worker's place of business by a public official;</li> <li>Accommodate Worker's need to care for family member's school or place of care that has been closed by order of a public official; or</li> <li>Accommodate Worker's need to care for family member whose school or place of care has been closed due to inclement weather or other unexpected closure.</li> </ul>
<b>Eligibility</b>	Workers must work 80 hours per year (July 1 to June 30) within one of the three cities.
<b>Accrual Rate</b>	<ul style="list-style-type: none"> <li>Workers accrue 1 hour of SICK for every 30 hours worked. Workers only accrue SICK time for hours actually worked;</li> <li>Workers do not accrue Sick/Safe Time while on vacation, personal leave, while using SICK time, or for any other non-working time.</li> </ul>
<b>Plan Year</b>	July 1 – June 30
<b>Max Accrual</b>	48 hours in a plan year.
<b>Max Carryover</b>	<ul style="list-style-type: none"> <li>Maximum carry over is 80 hours.</li> <li>Once Worker reaches 80 hours of SICK (via carry-over or accrual), they will no longer accrue additional hours (even if yearly cap is not triggered) until Worker uses some of the hours that they have "in the bank."</li> </ul>
<b>Accrual Start Date</b>	<ul style="list-style-type: none"> <li>Workers accrue SICK hours upon hire but cannot use it until 90 days of employment.</li> <li>Current Workers may use accrued time immediately as they earn it.</li> </ul>
<b>Requesting Time</b>	<ul style="list-style-type: none"> <li>Complete <b>Time Off Request Form</b> and submit to PICS Payroll Department.</li> <li>For foreseeable leave, Workers must request SICK time at least seven days in advance.</li> </ul>
<b>Cash Out</b>	There is no cash out of SICK time upon termination.