



## Paid Time Off Notice Updated July 2017

Effective July 1, 2015 the Collective Bargaining Agreement (CBA) between SEIU Healthcare Minnesota and the State of Minnesota went into effect for home care workers, known as Individual Providers, that work for clients in PCA Choice, Consumer Directed Community Support (CDCS), and Consumer Support Grant (CSG). The contract was updated for the period of 2017-2019. The contract details are listed below.

Beginning August 1, 2017 all active PCA Choice, CDCS and CSG workers began earning one hour of PTO for every 43 hours worked. Additionally, workers will receive pay for work on a holiday.

A worker will be paid at 1.5 times his or her normal rate of pay for all hours worked on holidays. In addition, a worker shall be at 1.5 times his or her normal rate of pay for all hours worked on the following holidays on these dates only:

- Labor Day, September 4, 2017
- Thanksgiving Day, November 23, 2017
- New Year's Day, January 1, 2018
- Martin Luther King Day, January 15, 2018
- Memorial Day, May 28, 2018
- Labor Day, September 3, 2018
- Thanksgiving Day, November 22, 2018
- New Year's Day, January 1, 2019
- Martin Luther King Day, January 21, 2019
- Memorial Day, May 27, 2019

MRCI is required to track your number of hours worked and report this information to SEIU Healthcare after each pay period. The expectation from SEIU is that all new employees hired after July 1, 2015 will need to work the required 600 hours before using accrued PTO. Workers can carry over up to 80 hours of PTO from one State fiscal year to the next. The State's fiscal year is July 1 to June 30.

### Procedure:

You are required to get permission from the client or representative to use PTO. You must complete the MRCI PTO request form available on our website: [www.MRCICDS.org](http://www.MRCICDS.org), have the form signed by the client or representative, and turn it in with your timecard for the pay period in which you are using PTO.

### Frequently Asked Questions:

- Q.** Will PTO hours count toward overtime?  
**A.** No, overtime is only calculated on actual hours worked.
- Q.** I am a paid parent of a minor (or spouse) and I am limited to 40 hours a week. If I take PTO do I have to reduce my hours that week?  
**A.** No, PTO does not count toward the maximum of 40 hours in a work week for paid parents of minors or spouses.
- Q.** Can I use PTO hours when the client is hospitalized?  
**A.** Yes, you will need to fill out the PTO Request Form and check the box that says "I am requesting use of \_\_\_\_\_ hours of PTO while the participant is in the hospital."
- Q.** If I provide services to more than one client, who approves PTO requests?  
**A.** You should obtain permission from each client/representative for whom you are scheduled to work during the period in which you want to take time off.
- Q.** Who do I contact if I have questions about the Union?  
**A.** You can contact the Member Action Center at 1-800-828-0206 or email them at [MAC@seiuhealthcaremn.org](mailto:MAC@seiuhealthcaremn.org).