

SICK TIME EXPLAINED

Portal Sick Time Page Column Definitions

- **Employer:** Provider's Employer Name.
- **Participant:** Provider's Participant name.
- **Accrued Hours:** Total bank of all time accrued hours.
- **Claimed Hours:** Total amount of all time claimed hours
- **Available Hours (as of today):** Hours that are available to be used as of the current date.
- **Accrued Hours (Current Year):** The number of hours that the provider has accrued for the associated Consumer over the course of the current year. This will be constrained by the PTO Mas Accrual Cap.
- **Claimed Hours (Current Year):** The number of hours that the Provider has claimed for the associated Consumer. This will be constrained by the PTO Max Claim Cap.
- **Available Hours (Current Year):** Current Year Authorizations minus the Current Year PTO Claims. This value may be negative; column may be disregarded
- **Sick Date:** The date that the sick time request will be submitted for. (The date the Provider is taking PTO).
- **Available Hours (as of sick date):** Hours that are available to be used as of the date selected in the *Sick Date* Column to direct left of this column.
 - *If this date is the same as the current date, it will always have the same value as the Available Hours (as of Today) Column
- **Time In:** The begin time that will be submitted for the time off request (In Military Time).
- **Time Out:** The end time that will be submitted for the time off request (In Military Time).
- **Submitted Request Button:** This button will submit the time off request upon click and provide a response message above the *Current Sick Hours* Label.

Note: When the employee uses the maximum 40 hours from the previous year and 40 hours from current year, the field 'available hours will revert to 0 even if there was a number there before.