

# VA CARDINAL CARE PAID SICK LEAVE TRAINING FOR CONSUMERS AND ATTENDANTS

October 2021

*Presented by Public Partnerships, LLC*

# AGENDA

Welcome

What is Paid Sick Leave

Eligibility

Earning Sick Leave

Sick Leave Rules & Examples

How to Submit & View Sick Leave

Dates to Remember

Additional Resources

Q&A



# WELCOME EMPLOYERS, CONSUMERS, & ATTENDANTS!

During this training, we will tell you about the new paid sick leave benefit!

Please hold your questions as will have time for Q&A at the end of the training.

# WHAT IS PAID SICK LEAVE?

Paid sick leave is **paid time off** employees will get when they are not at work, because they are sick, their relatives are sick, or they have an appointment. Through paid sick leave, an employee gets paid when they cannot work because they or a family member is sick.

# WHAT DOES THIS MEAN FOR YOU?

There was a new law passed by the Virginia State Government. This law is to make sure you are paid when you cannot come to work because you are sick, or your relative is sick.

*House Bill 2137*



**ELIGIBILITY**

# WHO IS ELIGIBLE FOR SICK LEAVE?

- Sick leave is available to attendants who work an average of **20 hours per week** or **90 hours a month** **for all 3 months**
- PPL will figure out if you can get paid sick leave. According to the number of hours you work in a three-month period, also known as a **quarter**.



# WHEN IS ELIGIBILITY REVIEWED?



Your eligibility to get paid sick time will be reviewed every quarter. A quarter is a three-month time period in the fiscal year.



July 1 – June 30<sup>th</sup> = **FISCAL YEAR**





# HOW IS ELIGIBILITY DETERMINED?

- PPL will double check the hours worked by each attendant to figure out their eligibility. This will be done 20 days after the end of each quarter.
- The quarters end on September 30, December 31, March 31, and June 30.
- Attendants will know if they meet eligibility on the **21<sup>st</sup> day after the quarter ends.**
- **Example:** Hours worked in Quarter 1 (July 1 – September 30) will be evaluated for eligibility on October 21<sup>st</sup>.

Quarter	Qualifying Quarter	Date of Eligibility	Date Sick Leave Hours Are Available
1	July 1 – September 30	October 21	November 1
2	October 1 – December 31	January 21	February 1
3	January 1 – March 31	April 21	March 1
4	April 1 – June 30	July 21	August 1



# HOW IS ELIGIBILITY MEASURED?

- Eligibility is confirmed each fiscal year
  - July 1 – June 30<sup>th</sup> = **FISCAL YEAR**
- If not enough hours are worked in the first time period, or quarter, PPL will check again the following period, or quarter.
- If enough hours are worked in the quarter, you will be eligible for sick leave until the end of the fiscal year.

**We will provide examples and screenshots, in the following slides!**



# EARNING SICK LEAVE

# DEFINITIONS

- **FISCAL YEAR** – A one-year period companies use for financial reporting
- **QUALIFYING QUARTER** – A 3-month period used to calculate sick pay eligibility
- **ELIGIBILITY** – Are you able to get paid sick leave (20 hours per week or 90 hours per month for all 3 months)
- **CARRYOVER** – The total hours from last year rolled over to the next year
- **ACCRUED** – The total number of hours accumulated in the current fiscal year
- **USED** – The total amount of sick time hours used
- **BALANCE** – The number of hours accumulated and hours rollover
- **AVAILABLE TO USE** – The total amount of hours *available*

# HOW DO YOU EARN SICK LEAVE?

- Eligible attendants earn **1 hour** for every **30 hours** worked during the qualified quarter
- PPL will figure out the number of sick leave hours an attendant has earned *after* they become eligible
- Sick leave hours will accrue at the beginning of the **qualifying quarter**

Quarter	Qualifying Quarter	Date of Eligibility	Sick Leave Hours Are Available
1	July 1 – September 30	October 21	November 1
2	October 1 – December 31	January 21	February 1
3	January 1 – March 31	April 21	March 1
4	April 1 – June 30	July 21	August 1





# **SICK LEAVE RULES & EXAMPLES**

# SICK LEAVE RULES

- Only 40 hours of earned and unused sick time can **carry over** in a fiscal year (July 1- June 30)
- Unused sick time will be carried over into the following fiscal year
  - For example:
    - July 1, 2022 – June 30, 2023 is one fiscal year
    - July 1, 2023 – June 30, 2024 is another
- In order to be paid for your sick leave, you must submit your sick time within 30 days
- Attendants can use no more than 40 sick leave hours in a fiscal year

# HOW TO CALCULATE SICK LEAVE

- Remember: Eligible attendants earn **1 hour** for every **30 hours** worked during the qualified quarter

- Example 1

60 work hours = 2 sick leave hours earned

240 work hours = 8 sick leave hours earned

- Example 2

- Eli qualifies for sick leave. During quarter 4 (April 1<sup>st</sup> – June 30<sup>th</sup>) of the fiscal year, he works a total of 270 hours. Eli will start to accrue sick leave on **April 1<sup>st</sup>**. He will have 9 hours of sick leave available on **August 1<sup>st</sup>**.





# SICK LEAVE REMINDERS

- Remember: Used sick time must be submitted within **30 days**. Sick leave hours submitted after 30 days will be **denied**.
- Attention EORs and Attendants: Be sure to submit and approve time entries promptly to be included in this calculation.

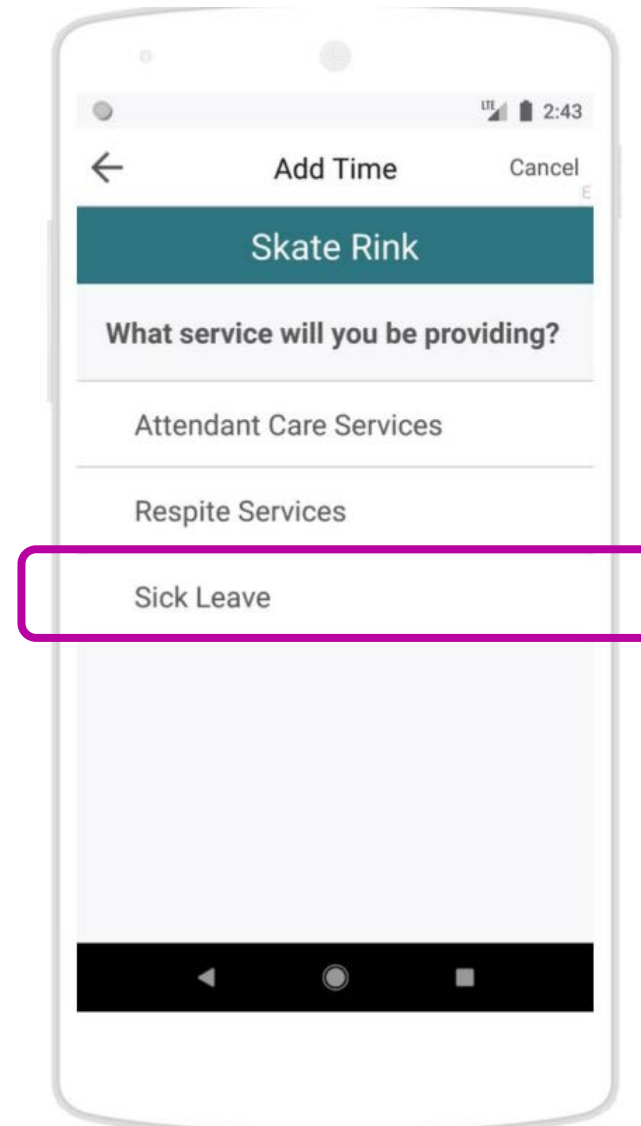




# HOW TO SUBMIT AND VIEW SICK LEAVE

# TIME4CARE MOBILE APP

- Log into the Time4Care mobile app
- Select Add Time on a specific date
- Select your Consumer
  - The next screen will be the Time4Care service view which will include the **Sick Leave** service.
- Enter your time and submit for the Employer to approve.
- *Need help with Time4Care?*
- <https://www.publicpartnerships.com/tools/time4care-evv/>



# IVR (TELEPHONY)

*\*The Consumer should first call PPL customer service to register their landline phone.  
Customer Service can be reached at: [833-549-5672](tel:833-549-5672)*

## Attendants will:

- Dial [833-204-9047](tel:833-204-9047)
- Enter last 4 digits of your Social Security Number (SSN) and Date of Birth
- Select Program Member from list
- Follow prompts to start new, modify, or end shift
  - The attendant will be able to enter their **sick time** once it is available to them.
- If needed, follow prompts to correct and resubmit entries

## Consumer/Authorized Representatives will:

- Dial [833-204-9047](tel:833-204-9047)
- Verify identity by entering Last 4 digits of SSN and DOB
- Select Attendant from list
- Follow prompts to review and approve or reject any submitted shifts



# E-TIME ENTRY\*

- The documented Live-In **Attendant** will:
- Log into MyAccount
- Click on the My Timesheets tile in MyAccount for the time entries page.
- Select the Add Entry button on the date they wish to submit time.
  - The Services will now include **Sick Leave**
- Submit the time entry for their Employer to approve.

*\*The E-Time entry option is only available to documented Live-In attendants*

# E-TIME ENTRY

**MyAccount Dashboard**

Now that you have registered for MyAccount, please do the following to complete your enrollment.

- Add your electronic signature under My Signature
- Complete your Enrollment documents under My Programs

Once these items are completed, you will be able to start! If you have any questions, please see the contact us for each page.

**My details** Section complete

[View](#)

**My signature** Section complete

[Change](#)

**My programs** Section complete

[Change](#)

**My timesheets** Section complete

[View](#)

**My W-2** Section complete

[View](#)

**My paystubs** Section complete

[View](#)

VA CCC Plus Program

Welcome Wanda Worker | External ID: E012345 | Logout Change Password Program Selector

W2 Forms Consumer Search My Profile Time Entries Provider Archived Timesheets Submit Feedback

[Time Entries](#) [Payroll](#) [Sick Leave](#)

**Time Entries**

Pay Period: Sep 09 - Sep 22 Consumer: Candace Consumer

Day	Service	Time In	Time Out	Notes	Status	Action
Thursday 09	no entries					<a href="#">+ Add Entry</a>
Friday 10	no entries					<a href="#">+ Add Entry</a>
Saturday 11	no entries					<a href="#">+ Add Entry</a>
Sunday 12	no entries					<a href="#">+ Add Entry</a>

**Add Entry**

Service

Please select service...

- Please select service...
- S5126 - Attendant Care Services
- S5150 - Respite Services
- SICK LEAVE - Sick Leave**

Please select a reason for manually entering time.

- I forgot to clock in/clock out
- My phone or tablet was not working
- The app was not working
- I didn't have a phone or tablet
- My member had an emergency
- I clocked in/out at the wrong time
- New enrollment being processed

[ADD ENTRY](#) [CANCEL](#)

# ATTENDANT VIEW

There will be a new **Sick Leave** link the attendant will see after clicking on the My Timesheets tile in MyAccount.

The screenshot shows the VA CCC Plus Program interface. At the top, there is a navigation bar with links for W2 Forms, Consumer Search, My Profile, Time Entries, Provider Archived Timesheets, and Submit Feedback. Below this, there are three tabs: Time Entries, Payroll, and Sick Leave. The Sick Leave tab is highlighted with a pink box. Below the tabs, there is a section for Time Entries with filters for Pay Period (Sep 09 - Sep 22) and Consumer (Candace Consumer). A table below shows a list of dates from Thursday 09 to Tuesday 14, each with a '+ Add Entry' button and 'no entries' listed.

After clicking the link, the attendant will see a new screen with sick leave information.

The screenshot shows the VA CCC Plus Program interface with the Sick Leave section. It features a table with columns for Consumer, Eligibility, Carryover, Accrued, Used, Balance, and Available to Use. The table contains three rows of data for different consumers.

Consumer	Eligibility	Carryover	Accrued	Used	Balance	Available to Use
Cassie Consumer	Eligible	40.00	10.00	8.00	42.00	32.00
Mary Member	Not Eligible	6.33	0.00	0.00	6.33	6.33
Peter Participant	Not Eligible	0.00	0.00	0.00	0.00	0.00



# EMPLOYER & CONSUMER VIEW

VA CCC Plus Program

Welcome Mary Member | (External ID: C012345) | Logout Change Password Program Selector

Online FFR My Profile Online Enrollment Budget Summary Time Entries Archived Timesheets Submit Feedback

[Time Entries](#) **[Sick Leave](#)**

**Time Entries**

Date Range  
Aug 1, 2021 - Sept 13, 2021

Pay Period	Provider	PPL Provider ID	Hours	Ready for Approval	Gross Amount	Check Amount	Pay Stub	Action
09/02/2021 - 09/15/2021	Wanda Worker	E001001	59h 45m	8 entries				<a href="#">View Entries</a>
08/19/2021 - 09/01/2021	Wanda Worker	E001001	112h 0m		\$1334.01	\$1,114.88	<a href="#">Pay Stub (RA00012)</a>	<a href="#">View Entries</a>
08/05/2021 - 08/18/2021	Wanda Worker	E001001	97h 0m		\$1107.75	\$933.92	<a href="#">Pay Stub (RA00008)</a>	<a href="#">View Entries</a>

There will be a new **Sick Leave** link the consumer will see after clicking on the My Timesheets tile in MyAccount.

VA CCC Plus Program

Welcome Mary Member | (External ID: C012345) | Logout Change Password Program Selector

Online FFR My Profile Online Enrollment Budget Summary Time Entries Archived Timesheets Submit Feedback

**Sick Leave**

Provider	Eligibility	Carryover	Accrued	Used	Balance	Available to Use
Wanda Worker	Eligible	40.00	10.00	8.00	42.00	32.00
Patty Provider	Eligible	6.33	0.00	0.00	6.33	6.33
Emily Employee	Not Eligible	0.00	0.00	0.00	0.00	0.00

After clicking the link, the consumer will see a new screen with sick leave information.





# SICK LEAVE DEFINITIONS

The screenshot shows the VA CCC Plus Program interface. At the top, there is a blue header with a logo placeholder and the text "VA CCC Plus Program". To the right of the header, it says "Welcome Wanda Worker | (External ID: E012345) | Logout Change Password Program Selector". Below the header is a navigation bar with links: "W2 Forms", "Consumer Search", "My Profile", "Time Entries", "Provider Archived Timesheets", and "Submit Feedback".

The main content area is titled "Sick Leave" and contains a table with the following data:

Consumer	Eligibility	Carryover	Accrued	Used	Balance	Available to Use
Cassie Consumer	Eligible	40.00	10.00	8.00	42.00	32.00
Mary Member	Not Eligible	6.33	0.00	0.00	6.33	6.33
Peter Participant	Not Eligible	0.00	0.00	0.00	0.00	0.00

The above screenshot shows your sick leave. Each column shows what you are eligible for, what can be carried over, what has accrued, what has been used, the sick leave balance, and available to use. During the first year of sick time, the carryover will be 0.

Carryover amounts will not show until July 2, 2022.

# PAY STUB

A new **Sick Leave** section will be on the Attendant’s pay stub

BASSFIELD, SHELAH - E012345				October 22, 2021		Check No. RA000123	
Labor Earnings for Period: 09/30/2021 - 10/13/2021				Units	This Check	YTD Amount	
Attendant Care		24.00	252.00	5,166.00			
Paid Sick Leave		2.50	26.25	47.25			
				Payments	This Check	YTD Amount	
				Total Earnings	276.25	5213.25	
				Federal Income Tax	-17.40	-328.43	
				Medicare - Employee	-4.01	-75.56	
				Social Security - Employee	-17.13	-323.22	
				Virginia State Tax	-9.95	-187.68	
				<b>Net Pay</b>	<b>227.76</b>		
<b>Sick Leave</b> <small>(Balance = Carry Over + Accrued - Used)</small>							
				Sick Leave Accrued	6.00		
				Sick Leave Used	4.50		
				Sick Leave Balance	1.50		
<b>Time and Invoices Paid</b>							
Participant	Last Name	First Name	Start Date	Service	Units	Rate	Amount Paid
C012345	Kasprzak	Sandy	09/30/2021	Attendant Care	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/03/2021	Attendant Care	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/04/2021	Paid Sick Leave	2.50	10.50	26.25
C012345	Kasprzak	Sandy	10/06/2021	Attendant Care	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/08/2021	Attendant Care	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/12/2021	Attendant Care	4.00	10.50	42.00
C012345	Kasprzak	Sandy	10/13/2021	Attendant Care	4.00	10.50	42.00

# Dates to Remember!

**July 1<sup>st</sup>** – Sick leave calculation start date

**October 21<sup>st</sup>** – PPL will determine eligibility for all attendants

**November 1<sup>st</sup>** – Eligible attendants can begin using Sick Leave



# ADDITIONAL RESOURCES

Visit our website for more information answers to frequently asked questions!



[www.publicpartnerships.com/programs/virginia](http://www.publicpartnerships.com/programs/virginia)



Customer Service : 1-833-549-5672



Fax: 1-866-709-3319



Email: [pplVA@pcgus.com](mailto:pplVA@pcgus.com)

**Questions  
from the Sick  
Leave Training  
will be added  
to PPL's FAQ!**

## Virginia Sick Leave Information and Frequently Asked Questions

For information about the Virginia Paid Sick Leave policy updates, please click the links below.

[VA Paid Sick Leave One-Page Information Sheet](#)

[VA Paid Sick Leave FAQs](#)

# QUESTIONS?

Please use the chat feature for Q&A





[www.publicpartnerships.com](http://www.publicpartnerships.com)