



# Cherish LLC

A PCA Choice / Home Management Agency

2900 East Beltline #8 – Hibbing, MN 55746 - Phone 218.263.9000 FAX (218) 263-8336

Paid Time Off is earned by all PCAs who work under the PCA Choice program.

*SEIU Contract Paid Time Off: an Individual Provider shall accrue one (1) hour of PTO for every thirty (30) hours worked in the PCA Choice Program. An Individual Provider must obtain the express consent of their participant or participant's representative to use PTO. An Individual Provider may carry over up to eighty (80) hours of PTO from one State fiscal year to the next. Up to eighty (80) hours of accrued PTO shall be cashed out and paid to the Individual Provider upon termination. PCAs are not eligible to use PTO until working 600 hours or 6 months.*

**Check applicable boxes below:**

<input type="checkbox"/> <b>I have consent from the Program Participant/Responsible Party and am using PTO for shift(s) off between... Start Date_____ End Date:_____</b>	<b>Total Hours Requested</b>  <hr/>
<input type="checkbox"/> <b>I am using PTO hours for times when the Program Participant was hospitalized.</b>	
<input type="checkbox"/> <b>I have separated my employment. Please cash out my PTO Balance.</b>	

*If your available PTO balance does not cover the request, we will process whatever is available.*

**You must submit this to the Cherish office.**

PTO will be paid in accordance with the Cherish payroll schedule. We cannot process immediate PTO requests.

Employee Authorization: My signature authorizes the use of accrued PTO hours at the wage earned.

\_\_\_\_\_  
PCA Printed Name:

\_\_\_\_\_  
Program Participant Printed Name:

\_\_\_\_\_  
PCA Signature:

\_\_\_\_\_  
Program Participant Signature:

Date of request: \_\_\_\_\_