



Cherish LLC

A PCA Choice / Home Management Agency

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

Safe and Sick Time for employees other than office staff or PCA Choice

Effective 1/1/2024 An employee is eligible for sick and safe time if they work at least 80 hours in a year for Cherish. An employee earns one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours per calendar year.

Reason that Safe and Sick Time is Requested - Check applicable boxes below:

___ the employee’s mental or physical illness, treatment or preventive care;	Total Hours Requested <hr/>
___ a family member’s mental or physical illness, treatment or preventive care;	
___ absence due to domestic abuse, sexual assault or stalking of the employee or a family member;	
___ closure of the employee’s workplace due to weather or public emergency or closure of a family member’s school or care facility due to weather or public emergency; and	
___ when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.	

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

You must submit this completed form to the Cherish office.

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

Employee Authorization: My signature attests that I have a qualifying event and authorizes the use of accrued S&S hours at the wage earned.

Employee Printed Name:

Employee Signature:

Date: _____

Employees may use earned sick and safe time for themselves and to care for any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.