TO: Consumer of the Consumer Directed Care (CDC) Program

FROM: Fiscal Intermediary Department

RE: Timesheets and Instructions

Tempus Unlimited, Inc. welcomes you as your Fiscal Intermediary. The following are instructions and comments for the completion of the timesheets that you should send to us for each biweekly payroll period that you use workers. You may want to provide a copy of this memo to your workers so that might better understand the timesheets and the payroll process.

Biweekly Payroll: As you can see on the timesheet. We use a biweekly payroll period (every two weeks). Consumers and Workers **do not** have the option of billing every week. All consumers must send in timesheets every two weeks. The payroll period is explained on the back of the timesheet and below under Payment Schedule.

Payment Schedule: The Payment Schedule shows the payroll period beginning and ending dates, as well as the date we must receive the timesheets and the dates the timesheets will be paid. Keep in mind that we require that the timesheets be in our office by 4:00 PM on the Monday after the end of each pay period in order to process them in a timely manner. This is true even if Monday is a holiday.

Payroll Dates: In order to process timesheets with more accuracy, in a timely manner, and as per our funding source contracts we can only process timesheets that have the correct pay period dates that are assigned to you based on your Payment Schedule. **If any other dates are printed in the Payroll Period boxes, the timesheet will NOT be paid.**

One Worker per Timesheet: The hours of each worker must be recorded on the different timesheets. Under no circumstances will a timesheets be processed if it contains information for more than one Worker.

Delivery of Timesheets: Timesheets can be faxed to us at the toll-free fax number listed on the front of the timesheet. In addition, you can drop off timesheets to our Stoughton office at the address listed below. **If you fax your timesheet, please do not mail the original to us.** Timesheets dropped off at the Stoughton office by 4:00 PM on Mondays will be considered to be on time. Any mailed timesheets received with a postmark before the end of the payroll period will be returned to the consumer, unless there are no hours on the timesheet after the postmark. For instances, if there are no hours on the timesheet for the second Saturday of the payroll period then the timesheet can be mailed, faxed or delivered on Saturday. Likewise, if there are no hours on the timesheets for the second Friday the timesheet can be mailed, faxed, or delivered on Friday or Saturday. However, if you mail, fax or deliver a timesheet on Friday that has hours on Friday and Saturday, it will be returned to you without being processed. **There will never be any exceptions to this policy.**

Signatures: The Worker and the Consumer/Surrogate must sign the timesheet at the bottom of the timesheet and the signatures must be originals. Although it is acceptable to make copies of timesheets if the Workers work a set schedule, it is not acceptable to make copies of the timesheets with signatures already on the document. Any timesheets **without originals signatures** will be returned to the consumer without being processed.

Consumer Information: The consumer is required to complete the consumer name, consumer # and telephone number information. The consumer # is assigned by our office. The telephone number should be the number you would like us to call if there is a problem with the timesheet.

Worker Information: The Worker is required to complete the name, the last four digits of the social security number and telephone number section.

Direct Deposits and Debit Cards: **You are encouraged to have direct deposit for Worker services**.

You may apply for one of the payment methods from the options below:

Apply for Direct Deposit

- A **direct-deposit application** form is included with this notice. Complete the application and return it to the address on the application.

If You Cannot Get Direct Deposit, You can apply for a Payroll Debit Card

- If you don't have a bank account that accepts direct deposit, you must apply for a **payroll debit card**.

  Note: If you apply for a payroll debit card, be sure to read all of the terms and conditions, which will tell you when any fees may apply.

All timesheets received on time will be processed so that direct deposit /debit card stubs can be mailed to the consumer on Wednesday. The debit card/direct deposit will be dated for that Friday. Timesheets received after Monday at 4:00 PM may be processed with checks dates in the following week. Although a consumer can authorize a Worker to pick up the payroll package, a consumer **cannot** authorize a Worker to pick up just the Worker's stub. The entire payroll package must be picked up or mailed.

Payroll Packages: Each payroll period, the consumer will receive a payroll package, which includes payroll reports for all the timesheets processed for the consumer's records. A consumer may allow someone else to pick up his or her payroll package each pay period. That authorization must be done in writing and will remain in force until cancelled in writing.

Effective September 1, 2019, consumer-employers and Workers will be able to access Worker pay advice information electronically on your Fiscal Intermediary's website. Payment voucher information will default to electronic access; however, Workers who wish to opt out of this option may receive payment voucher via standard mail.
Follow these steps to access a payment voucher request:

1. Go to our website https://tempusunlimited.org/
2. Select **Fiscal Intermediary Program – (CDC, MFP, PCA or VIP)**
3. Select **CDC Worker Information Forms** at the top of the page
4. Select **Tempus PCA/Worker Payment Voucher Request**

Time Worked – Hours: All hours worked between 12:00 AM and 11:59 PM are considered hours worked. The Worker should complete the timesheet by writing the actual "Time In" and Time Out" in the spaces provided including filling in the appropriate AM and PM circle using the sample on the back of the timesheet as a guide. You must use the AM and PM designations with all hours or the timesheet will not be processed. Also, remember that timesheet should reflect actual hours worked. The Total Hours should be calculated daily using hours and minutes (i.e. A Worker who works from 1 PM to 2:30 PM would record the time for that day as 1 hours and 30 minutes, not 1 and ½ hours and not 1.5 hours).

The daily minutes must be rounded up to the next 15-minute increment. Please see the instructions on the back of the timesheet for more details. The Total Week 1 and Total Week 2 boxes should be calculated so that the total minutes do not exceed 45. For instance, if a Worker works 1 hour and 15 minutes each day for five days, the total for that week would be 5 hours and 75 minutes, which should be expressed as 6 hours and 15 minutes in the Total Week box. If a Worker has more than 3 in and out times on a particular day, that Worker should use a second timesheet for that payroll period to record the additional in and out times. The second timesheet should have all of the other necessary information including the payroll period dates and signatures and should include only the total hours and minutes that appear on that second timesheet.

Fill-In Versions of the Timesheet: There is a version of the FI Timesheet is available on our website that may be more efficient way for consumers and Workers to report payroll to us. Follow these steps to access the FI Timesheet.

1. Go to our website- http://tempusunlimited.org/
2. Select **Fiscal Intermediary Program – (CDC, MFP, PCA or VIP)**
3. Scroll down to **Timesheets**
4. Select **FI Timesheet**

The only software you will need to use this timesheet is Adobe Reader, which can be downloaded free from the internet at http://www.adobe.com/products/reader. The timesheet can be downloaded from our website and saved on the user's computer. It can then be completed on the computer, printed out, signed and faxed to us for processing. The completed timesheet can also be saved and then revised for future payroll periods. The consumer and Worker would only have to change the payroll period dates, make revisions to the in and out times for that payroll period, print sign and fax the timesheet for processing.

Electronic Timesheet User Agreement: The Electronic Timesheet (E-Timesheet) Module is a web-based interface through which Consumers, Surrogates, PCAs/Workers, and Fiscal Intermediary staff can respectively can record, view, and submit relevant timesheet information. In order to use the E-Timesheets submission interface, a consumer, their surrogate (if applicable) and each Worker must sign an E-Timesheets Agreement which states that they both have a valid, separate e-mail addresses, and agree to use the E-Timesheet submission interface as a method of submitting time. **E-Timesheet Users enrolled in Direct Deposit can receive their payment as early as Wednesday by submitting timesheets by midnight Sunday.** Follow these steps to access the E-Timesheet Agreement:

1. Go to our website – http://tempusunlimited.org/
2. Select **Fiscal Intermediary Program – (CDC, MFP, PCA or VIP)**
3. Scroll down to **Timesheets**
4. Select **Etimesheet**

Earned Sick Time Notice to Employees: As an employer in Massachusetts, you are required to post this Notice where your Worker can see it.

DUA: Also enclosed, please find copies of the form from the Division of Unemployment Assistance (DUA) that you are required to give to each employee who leaves employment with you. Complete the front of each from with your name. Leave the DUA number and Federal Employer ID Number lines blank. When we receive notification of your DUA number, we will send it along to you.

Workers Compensation: The Tempus Unlimited, Inc. FI Program provides each consumer with a Workers' Compensation Policy. Any Worker who is providing services for a consumer must be notified that they are eligible for Workers Compensation should they be injured while working for a consumer. The Workers' Compensation carrier information can be found on the Workers' Compensation Notice enclosed in your employment package.

Emergency Notification System (RAVE): We will use the system to notify you of office closings, important updates and other information that we need to provide quickly.

Holiday Wages: PCAs are paid 1.5 times the regular pay rate when they work on New Year's Day, July 4th, Thanksgiving and Christmas Day. Holiday hours are paid when regular hours are paid between the hours of 6 AM – 11:59 PM.

If you have any questions, please contact Tempus Unlimited, Inc. toll free at 1-877-479-7577 Monday through Friday between the hours of 7:30AM and 4:30PM. One of our Consumer Relations Specialists will be happy to assist you.

What is Unemployment Insurance?

Unemployment Insurance (UI) is a temporary income assistance program for Massachusetts workers who have lost their jobs through no fault of their own, and are:

- Able to work
- Available for work, and
- Actively looking for work

Funding for UI benefits comes from quarterly contributions paid by the state's employers to the Department of Unemployment Assistance (DUA). Employees do not contribute to unemployment insurance.

When should you apply for UI benefits?

If you have been separated from work, or your hours have been reduced, you should file a claim for UI benefits **during your first week** of total or partial unemployment. Your claim will begin on the Sunday of the calendar week in which your claim is filed. This date is known as the effective claim date.

You will not be paid benefits for any week of unemployment preceding the effective date of your claim.

Important note:
You may request benefits only if you are in the United States, its territories, or Canada. You should not request benefits for any week you are outside the United States, its territories, or Canada.

This pamphlet includes important information on how to apply for Unemployment Insurance benefits.

Este folleto contiene información importante sobre cómo solicitar los beneficios del Seguro de Desempleo.

Este panfleto contém informações importantes sobre como registrar-se para receber benefícios de subsídio de desemprego.

Данный проспект содержит важную информацию о процессе подачи заявления на получение Страхового пособия по безработице.

Livrè sa gen enfòmasyon enpòtan sou fason pou aplike pou Benefis Asirans Chomaj yo.

Il presente opuscolo contiene importanti informazioni riguardanti la modalità di richiesta per l'indennità di disoccupazione.

Cette brochure comporte d'importants renseignements sur la façon de demander des prestations d'assurance-chômage.

សៀវភៅផ្សព្វផ្សាយនេះមានរួមជាមួយនឹងព័ត៌មានសំខាន់ អំពី របៀបដាក់ពាក្យសុំប្រាក់អត្ថប្រយោជន៍ការធានារ៉ាប់រងការគ្មានការងារ។

Cuốn sách mỏng này bao gồm thông tin quan trọng về cách nộp đơn xin bảo hiểm thất nghiệp

ແຜ່ນເຈ້ຍນີ້ມີຂໍ້ມູນກ່ຽວກັບວິທີການຂໍເອົາເງິນຕົບປະໂຫຍດປະກັນໄພຫວ່າງງານ.

这本小册子包括如何申请失业保险金的重要信息.

이 팜플렛에는 실업 보험 급여의 신청 방법에 대한 중요한 정보가 들어 있습니다.

يحتوي هذا الكتيب على معلومات هامة حول كيفية التقديم للحصول على منافع تأمين البطالة.

Equal opportunity employer program
Auxiliary aids and services are available upon request to individuals with disabilities. For hearing-impaired relay services, call 711.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Form 0590-A Rev. 1-26-18

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

To Massachusetts Workers:

How to File a Claim for Unemployment Insurance Benefits

To Massachusetts employers:

Under the state's Employment and Training Law, M.G.L Chapter 151A, you must provide a copy of this pamphlet as soon as practicable, but no more than 30 days, from the last day the employee performed compensable work. You must provide this pamphlet to each of your employees who is separated from work, permanently or temporarily. Please complete the information below:

Employer name

C/O Tempus Unlimited, Inc.
600 Technology Center Drive
Stoughton, MA 02072

Phone number

Federal employer ID number

File Online

To file your new UI claim or reopen an established claim online, visit our website at: **www.mass.gov/dua/uionline**.

1. Select **Log in to UI Online for Claimaints**.
2. Create a UI Online account or log in to an existing account**.**
3. Complete all the information requested and submit your application.
4. Be sure to include your phone number and email address to make it easier for us to contact you if there are questions about your application.

UI Online is available 6:00 am to 10:00 pm, 7 days a week.

Need Help?

If you have questions about your eligibility, please review the eligibility requirements online at: **www.mass.gov/dua/eligibility**.

For assistance creating a UI Online account, visit: **www.mass.gov/dua/fileclaim**.

Information Needed to File a Claim

To apply for unemployment, you need to provide personal information including your Social Security number, birth date, home address, email address, and phone number.

You also need information about your employment history from the last 15 months, including:

- Names of all employers, plus addresses and phone numbers
- Reasons for leaving those jobs
- Work start and end dates
- Recall date (if you were laid off but have a set date to return to work)

You may need additional information in certain situations:

- If you are not a U.S. citizen — your Alien Registration number or verification that you are legally allowed to work in the United States.
- If you have dependent children — their birth dates and Social Security numbers
- If you're in a union — your union name and local number
- If you were in the military — your DD-214 Member 4 form. If you don't have it, you can request your DD-214 online at www.dd214.us.

To receive payments by direct deposit, you'll need your bank name, account number and routing number. Otherwise, DUA will send you a debit card.

File by Phone

To file your new UI claim or reopen an established claim by phone, you can:

- Schedule a callback from the TeleClaim Center by visiting our website at: **www.mass.gov/dua/schedulecallback**.
- Call the TeleClaim Center at (617) 626-6800 or toll-free at (877) 626-6800. Please adhere to the call-in schedule below.

The TeleClaim Center is available 8:30 am to 4:30 pm, Monday through Friday.

Last digit of your Social Security Number:	Assigned day to call the TeleClaim Center:
0, 1	Monday
2, 3	Tuesday
4, 5, 6	Wednesday
7, 8, 9	Thursday
Any last digit	Friday

Información sobre Empleados Cubiertos por el Seguro de Desempleo

Nombre del empleador　　　　　　　　　　Número de identidad del empleador asignado por DUA

C/O Tempus Unlimited, Inc. 600 Technology Center Drive, Stoughton, MA 02072

Dirección

Los empleados de este negocio u organización están cubiertos por el Seguro de Desempleo (UI por sus siglas en inglés), un programa financiado enteramente por empleadores en Massachusetts. No se hacen deducciones de su salario para cubrir el coste de sus beneficios del Seguro de Desempleo.

Si usted pierde su trabajo, puede que tenga derecho a recibir el Seguro de Desempleo. Abajo se encuentra un resumen de la información que necesita para poder solicitar los beneficios del Seguro de Desempleo. Antes de usted presentar su reclamación del Seguro de Desempleo, su empleador le dará una copia del folleto: Cómo Solicitar los Beneficios del Seguro de Desempleo, proporcionada por el Departamento de Asistencia al Desempleado de Massachusetts (DUA por sus siglas en inglés).

Usted tiene que estar en los Estados Unidos, sus territorios, o Canadá cuando presente una reclamación de desempleo o cuando solicite los beneficios semanales del seguro de desempleo.

Hay dos maneras de solicitar los Beneficios del Seguro de Desempleo:

Solicitar por internet a través de UI Online

UI Online es un sistema seguro de auto-servicio y fácil de usar. Usted puede solicitar los beneficios del Seguro de Desempleo, reactivar una reclamación existente, solicitar los pagos semanales de beneficios del Seguro de Desempleo, verificar el estatus de su reclamación, inscribirse para depósito directo, actualizar su dirección y mismo presentar una apelación por internet. Para solicitar los beneficios del Seguro de Desempleo a través de UI Online, visite www.mass.gov/dua, seleccione "*UI Online for Claimants*" y rellene la información exigida para entregar su solicitud.

Solicitar por teléfono llamando al Centro de TeleReclamaciones

Los servicios del Seguro de Desempleo están disponibles por teléfono. Usted puede solicitar los beneficios del Seguro de Desempleo, reactivar una reclamación existente, obtener información actualizada sobre el estatus de su reclamación y los pagos de beneficios, resolver problemas, e inscribirse para depósito directo — todo por teléfono. Para solicitar los beneficios del Seguro de Desempleo por teléfono, llame al Centro de TeleReclamaciones al 1-877-626-6800 si tiene un prefijo telefónico de 351, 413, 508, 774, o 978; o 1-617-626-6800 si tiene cualquier otro prefijo telefónico. Se le pedirá de dar su Número de Seguro Social y su año de nacimiento. Se le pasará entonces a un agente que tomará la información necesaria para presentar su reclamación del Seguro de Desempleo.

Nota: Durante periodos de alto volumen de llamadas entre lunes y jueves, se puede implementar un horario de llamadas, dando prioridad a las personas que llamen basado en el último digito de sus Números de Seguro Social. Esto ayuda asegurar que usted y los otros clientes pueden comunicarse con un representante del Centro de TeleReclamaciones puntualmente. Por favor consulte el horario a la derecha antes de llamar.

Si su Número de Seguro Social acaba en:	Su día asignado para llamar al Centro de TeleReclamaciones es:
0, 1	Lunes
2, 3	Martes
4, 5, 6	Miércoles
7, 8, 9	Jueves
Cualquier digito final	Viernes

IMPORTANTE: Leyes Generales de Massachusetts, Capitulo 151A, Sección 62A requiere que este aviso esté colocado visiblemente en cada lugar operado por un empleador, en un sitio evidente, donde puede ser accedido por todos los empleados. El aviso tiene que incluir el nombre y la dirección de correo del empleador y el número de identidad asignado al empleador por el Departamento de Asistencia al Desempleado.
Un patrón/programa que ofrece igualdad de oportunidades de empleo. Dispositivos y servicios auxiliares están disponibles a pedido para personas con discapacidades. Para servicios de retransmisión para personas con discapacidades auditivas, llame al 711.

PERSONAL CARE ATTENDANT EARNED PAID TIME OFF

Effective July 1, 2019, Personal Care Attendants (PCAs) shall be eligible for earned Paid Time Off (PTO). Formerly, PCAs were eligible for earned sick time. As of July 1, 2019, all earned sick time will convert to PTO and PCAs shall only be eligible for earned PTO.

Used PTO must be reported on a separate timesheet: the PCA Paid Time Off Activity Form Time Sheet. Your employer, the MassHealth Member, will obtain PCA Paid Time Off Activity Forms from their Fiscal Intermediary. Any PTO reported on a Regular Activity Form Time Sheet will not be processed for payment.

Please familiarize yourself with the following important information about PTO.

Important Information about Paid Time Off:

- PCAs will earn 1 hour of PTO for every 30 hours worked. PCAs can accrue up to 50 hours of PTO. For purposes of PTO, a year is defined as the state fiscal year (July 1- June 30). The accrual is determined by adding all the hours worked as a PCA across all consumer employers in the MassHealth PCA Program.

- PCAS may not accrue more than 50 hours of PTO. However, if a PCA uses PTO, the PCA may continue to accrue up to 50 hours of PTO. For example, if a PCA earned 50 hours of PTO and in the 10th month of the year took 20 hours of PTO, the PCA would have a balance of 30 hours of PTO. That PCA could continue to earn additional PTO up to the maximum amount of 50 hours PTO.

- PCAs may carry over up to 50 hours of unused earned PTO to the next year. However, a PCA may never have more than 50 hours of unused earned PTO so the PCA must use PTO to be able to start accruing again.

- All PCAs who work enough hours must be allowed to accrue 50 hours per year of earned PTO.

- PCAs begin accruing PTO from their first date of actual work.

- PTO can be used for any reason that the PCA cannot or chooses not to work scheduled time. Reasons may include vacation, personal time, sick time, domestic violence or member unavailability. PTO may not be used if a member's MassHealth eligibility has ended.

- It is the PCA's responsibility to use PTO in amounts consistent with their regular schedule. For example, if a PCA typically works 5 hours a day 3 days a week, he or she should use PTO consistent with that schedule. That PCA should not, for example, take 8 hours of PTO for 5 days in a week.

- PTO cannot be taken at the same time/same hours that the PCA is providing personal care to another consumer in the PCA program (i.e., a PCA cannot submit an activity form for providing

PCA services seeking regular pay and also submit a PTO activity form seeking pay for using earned PTO for the same hours).

- PCAs are entitled to use earned PTO in 15-minute intervals. The shortest time period for which a PCA may use earned PTO is 15 minutes.

- PTO will not count toward the calculation of overtime or other premium rates. However, a PCA who works more than 40 hours in a given week can receive overtime pay in the same week that a PCA uses PTO. For example, if a PCA typically worked 50 hours in a week and took 5 hours of PTO, that PCA would be paid for 45 hours of regular time, 5 hours of overtime premium and 5 hours of PTO.

- PCAs should submit a Paid Time Off Activity Form for each consumer from whom they are requesting PTO. For example, if a PCA works for 2 employers on Monday and would like to take Monday off, the PCA should submit two Paid Time Off Activity Forms. The Paid Time Off Activity Forms should reflect the regularly scheduled hours for which the PCA is taking PTO. The PCA should not submit Paid Time Off Activity Forms for different consumers with overlapping PTO reported.

- Unused accrued PTO will be paid out to PCAs at the end of employment, regardless of whether the PCA left voluntarily or involuntarily.

- A PCA must end employment with all consumers to be eligible for payment of unused accrued PTO.

- A PCA must work for a PCA Consumer, and an activity form must be submitted, for dates of services on or after July 1, 2019, for a PCA to be eligible for payout for any remaining PTO at the end of employment as a PCA. In addition, the Termination Form must be submitted within 1 year of the last date worked to be eligible for payout.

- A Termination Form will initiate the pay-out of unused accrued PTO if the PCA is leaving all employment in the PCA program. A Termination Form must be submitted to the Fiscal Intermediary immediately after a PCA's employment ends. The Termination Form is required regardless of the reason for the end of employment. It is preferred to have both the PCA and the consumer employer sign the Termination Form; however, the Fiscal Intermediary will accept a Termination Form submitted and signed by either the PCA or the consumer employer. If the PCA signs the form, the PCA will attest on the form if he or she is leaving all employment in the PCA program or if he or she is employed by one or more other consumers.

- The PCA and consumer will be asked to attest as to the Date of Separation from employment on the Termination Form. The PCA will be paid out at the wage rate effective as of the Date of Separation. The Date of Separation is defined as the date that the consumer employer and the PCA ended their employment relationship. If the Date of Separation is unknown, please use the last date that the PCA worked for the consumer employer.

- Payout of unused accrued PTO will be issued by the Fiscal Intermediary with the next scheduled payroll after receiving an accurately completed Termination Form.

- **PCAs must make a good faith effort to provide reasonable notice to the consumer employer of the intent to use PTO in advance of the use of earned PTO**. Reasonable notice may include compliance with the consumers' reasonable notification policy and procedure that the PCA customarily uses to communicate with the consumer for absences or requesting leave. If the consumer does not have an existing policy and procedure for providing reasonable notice, the consumer must establish such a policy or procedure, preferably in writing. The policy and procedure should enable the PCA to effectively provide reasonable notice in a way that can be documented.

- A PCA can view his or her unused accrued Paid Time Off balance at the iSolve web portal at https://www.OnlineEmployer.com/feapca. Should PCAs or consumer employers have questions regarding PTO, they may contact the Fiscal Intermediary that issues the PCA's payment.

TIEMPO LIBRE PAGADO DE LOS ASISTENTES DE CUIDADOS PERSONALES

Con vigencia a partir del 1 de julio del 2019, los Asistentes de Cuidados Personales (PCA) tendrán derecho a acumular Tiempo Libre Pagado (PTO). Anteriormente, los PCA podían acumular licencias por enfermedad. A partir del 1 de julio del 2019, todo el tiempo de las licencias por enfermedad se convertirá en PTO y los PCA solo podrán acumular Tiempo Libre Pagado (PTO).

El PTO deberá reportarse en una planilla de horas trabajadas por separado: la *Planilla de horas para el Formulario de actividades de tiempo libre pagado del PCA*. Su empleador, el afiliado de MassHealth, obtendrá los *Formularios de actividades de tiempo libre pagado* de su Intermediario Fiscal (FI). No se procesará para pagos ningún PTO que se reporte en una *Planilla de horas trabajadas del Formulario de actividades* normal.

Por favor, dedique tiempo a familiarice con la siguiente información importante sobre el PTO.

Información importante sobre el Tiempo Libre Pagado (PTO):

- Los PCA acumularán 1 hora de PTO por cada 30 horas trabajadas. Los PCA pueden acumular hasta 50 horas de PTO. Para efectos del PTO, un año se define como el año fiscal del estado (del 1 de julio al 30 de junio). La acumulación se determina sumando todas las horas trabajadas como PCA entre todos los consumidores empleadores en el programa de PCA de MassHealth.

- Los PCA no podrán acumular más de 50 horas de PTO. Sin embargo, si un PCA usa su PTO, el PCA podrá seguir acumulando hasta tener 50 horas de PTO. Por ejemplo, si un PCA obtuvo 50 horas de PTO y en el décimo mes del año utilizó 20 horas de ese PTO, el PCA tendría un saldo de 30 horas de PTO. Dicho PCA podría seguir acumulando PTO adicional hasta un máximo de 50 horas de PTO.

- Los PCA pueden pasar al año siguiente hasta 50 horas de PTO acumuladas y sin usar. No obstante, un PCA nunca podrá tener más de 50 horas de PTO acumuladas y sin usar, de manera que el PCA tiene que utilizar su PTO para poder comenzar a acumular nuevamente.

- A todos los PCA que trabajen suficientes horas se les debe permitir que acumulen hasta un total de 50 horas por año de PTO obtenido.

- Los PCA comienzan a acumular PTO a partir de su primer día de trabajo.

- El PTO se puede usar por cualquier motivo por el que el PCA no pueda o no desee trabajar durante un tiempo que tenga programado. Las razones pueden incluir: vacaciones, tiempo personal, licencia por enfermedad, violencia doméstica o que el afiliado no esté disponible.

- Es responsabilidad del PCA usar el PTO en cantidades que sean coherentes con su horario normal. Por ejemplo, si un PCA típicamente trabaja 5 horas al día por 3 días a la semana, debe usar su PTO de manera coherente con ese horario. Ese PCA no debe, por ejemplo, tomar 8 horas de PTO durante 5 días en una semana.

- El PTO no se puede usar al mismo tiempo ni en las mismas horas en las que el PCA está dándole cuidado personal a otro consumidor en el programa PCA (es decir, un PCA no puede presentar un formulario de actividades por prestar servicios de PCA aspirando a recibir su pago corriente y a la vez presentar un formulario de actividades de PTO con el que aspire a recibir pago por PTO acumulado por las mismas horas).

- Los PCA tienen derecho a usar el PTO acumulado en intervalos de 15 minutos cada uno. El período de tiempo más breve por el cual un PCA puede usar su PTO acumulado es de 15 minutos.

- No se considerará el PTO para el cálculo de horas extra ni de otras tarifas superiores. Sin embargo, el PCA que trabaje más de 40 horas en una semana dada, podrá recibir pago por horas extra en la misma semana en la que el PCA use su PTO. Por ejemplo, si un PCA típicamente trabaja 50 horas en una semana y se tomó 5 horas de PTO, a dicho PCA se le pagarían 45 horas de tiempo normal, 5 horas de horas extra de tarifa superior y 5 horas de PTO.

- Los PCA deberán presentar un *Formulario de actividades de tiempo libre pagado* por cada consumidor por el cual estén solicitando PTO. Por ejemplo, si un PCA trabaja para dos empleadores el lunes y quisiera tomarse libre un lunes, el PCA debe presentar dos *Formularios de actividades de tiempo libre pagado*. Esos formularios deben reflejar las horas programadas normales por las que el PCA va a usar el PTO. El PCA no debe presentar *Formularios de actividades de tiempo libre pagado* para diferentes consumidores que reporten PTO que se superpongan.

- El PTO acumulado y sin usar se pagará a los PCA al finalizar su empleo, independientemente de si el PCA se haya dejado el puesto voluntaria o involuntariamente.

- El PCA debe haber terminado su empleo con todos los consumidores para tener derecho a percibir el pago del PTO acumulado y sin usar.

- El PCA debe trabajar para un Consumidor de servicios de PCA y debe presentar un formulario de actividades correspondiente a las fechas de los servicios prestados desde el 1 de julio del 2019, para que un PCA tenga derecho a recibir el pago de cualquier cantidad de PTO que le quede cuando concluya su empleo como PCA. Adicionalmente, *Formulario de cese del empleo* tiene que presentarse entre un ano des te última fecha trabajada para tener derecho a recibir el pago.

- Se utilizará un *Formulario de cese del empleo* para iniciar el pago del PTO sin usar si el PCA se está retirando de todo su empleo en el programa de PCA. Dicho *Formulario de cese del empleo* debe presentarse al Intermediario Fiscal inmediatamente después de que concluya el empleo con el programa de PCA. El *Formulario de cese del empleo* es obligatorio independientemente del motivo por el cual finalice el empleo. Se prefiere que tanto el PCA como el consumidor empleador firmen el *Formulario de cese del empleo*. No obstante, el Intermediario Fiscal aceptará un *Formulario de cese del empleo* presentado con la firma de ya sea el PCA o el consumidor empleador. Si el PCA firma el formulario, dicha persona declarará en el formulario que se está retirando de todo empleo en el programa de PCA o si seguirá trabajando para uno o más otros consumidores.

- Tanto al PCA como al consumidor se les pedirá que declaren la Fecha de cese del empleo en el *Formulario de cese del empleo*. Al PCA se le pagará a la tarifa salarial vigente a la Fecha de cese. La Fecha de cese se define como la fecha en la que el consumidor empleador y el PCA ponen fin a su relación laboral. Si se desconoce la Fecha de cese, por favor use la última fecha en la que el PCA trabajó para el consumidor empleador.

- El Intermediario Fiscal emitirá el pago del PTO acumulado y sin usar en la siguiente nómina programada una vez que haya recibido el *Formulario de cese del empleo* debidamente completado.

- **Los PCA harán un esfuerzo de buena fe para dar suficiente tiempo de preaviso al consumidor empleador de su intención de usar el PTO con antelación a usar dicho PTO acumulado**. El tiempo de preaviso razonable puede incluir el cumplimiento de la norma y el procedimiento de notificación razonable que el PCA acostumbra a utilizar para comunicarle al consumidor toda ausencia o solicitud de licencia. Si el consumidor no tiene una norma y procedimiento para efectos de dar una notificación razonable, el consumidor tiene que fijar tal norma y procedimiento, preferiblemente por escrito. La norma y procedimiento debe permitir al PCA dar un preaviso razonable de manera que este quede documentado.

- El PCA puede controlar cuál es su saldo de PTO sin usar en el portal de internet iSolve en https://www.OnlineEmployer.com/feapca. Si el PCA o el consumidor empleador llegara a tener preguntas sobe el PTO, deben comunicarse con el Intermediario Fiscal que emita los pagos para el PCA.