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COMMONWEALTH OF MASSACHUSETTS
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Earned Paid Time (or “Paid Time Off” or “PTO”) Terms

Accruing PTO

- PCAs will begin accruing PTO from their first day of providing PCA services to a Consumer.
- PCAs will earn one (1) hour of PTO for every thirty (30) hours worked as a PCA across all Consumer employers in the MassHealth PCA Program.
- PCAs can accrue up to fifty (50) hours of PTO per fiscal year (July 1 – June 30).
- Once a PCA accrues fifty (50) hours of PTO in a given fiscal year, accruals will stop until the next fiscal year.
- PCAs may carry over a maximum of fifty (50) hours of unused PTO to the next fiscal/calendar year.

Requesting PTO

- When a PCA works for more than one Consumer, the PCA should submit a Paid Time Off (PTO) Timesheet for each Consumer they are scheduled to work for.
- The PTO Timesheets should show the days and hours for which the PCA is taking PTO.
- PTO hours requested on the Paid Time Off (PTO) Timesheet cannot not overlap with any hours worked or reported across all Consumers.

Using PTO

- PCAs may use PTO during hours regardless of whether they are scheduled to work, however they may not be used at the same time that a PCA is providing personal care to another Consumer.
- PTO must be used in fifteen (15)-minute increments.
- PTO will not be included in the calculation of overtime or any other premium rate(s).
- PCAs may receive overtime pay in the same week that a PCA uses PTO.
- PTO will be paid at the PCA’s prevailing rate and not at a premium rate.
- PTO cannot be used if a Consumer’s MassHealth eligibility has ended or if the PCA has been formally terminated from the PCA Program, but such a PCA may be eligible for PTO Pay Out (see below).

PTO Pay Out

PCAs terminating employment with all Consumers in the MassHealth PCA Program are eligible for payment for unused accrued PTO.

- Unused accrued PTO will be paid out to PCAs at the end of employment, regardless of whether the PCA left voluntarily or involuntarily.
- To be eligible for a payout for any remaining unused PTO:
 - The PCA must have worked for at least one PCA Consumer, but have ended their employment from **all** Consumers as a PCA in the PCA Program,
 - Have remaining accrued PTO time, and
 - The Termination Form must be submitted within one (1) year of the last date the PCA worked or the date of termination, if later.
- It is preferred to have both the Consumer and the PCA sign and date the Termination Form to initiate payout. 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 that they are leaving all employment across all consumers in the PCA program.
- The Termination Form will initiate the payout of all unused PTO.

Note: PCAs who are terminated by MassHealth as a provider will be paid any balance of accrued PTO following the effective date of such termination as a provider.

- The PCA and Consumer will be asked to attest to the Date of Separation from employment on the Termination Form.
 - The Date of Separation is defined as the date that the Consumer and the PCA ended their employment relationship.
 - The PTO will be paid at the wage rate effective as of the Date of Separation.
 - If the Date of Separation is unknown, the last date that the PCA worked for the Consumer will be used.
 - 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 can view their Paid Time Off balance on their paystub, available from the ESS Portal <https://P4.tempusunlimited.org> or by calling Tempus Unlimited at 1-877-479-7577.