

PTO Policy for Caregivers in NY State (not including NYC, Nassau, Suffolk, or Westchester Counties)

(In compliance with NY state sick leave law)

Frequently asked questions and answers:

Questions	Answers
How many hours of PTO/Sick do the caregivers get to use per year?	Every time the caregiver works, they accrue PTO time. A maximum of 56 hour a year is allowed to be taken.
How are the hours accrued?	1 hour of PTO is accrued for every 30 hours worked.
What happens to any PTO/Sick time that they have extra and don't use at the end of each year in December?	January 1 st it will roll over into the new year's balance.
Can caregivers take any amount of hours/days just because they have the PTO available?	No. Caregivers may take and schedule their PTO based on their work schedule. For example, if their work schedule is working 2 days a week for 6 hours each day, they may take PTO for 2 days and 6 hours on the days they are scheduled to work. For example: If a caregiver's schedule is to work Monday and Tuesday of a particular week, they can request PTO for Monday and Tuesday, not for Wednesday and Thursday of that same week. So, in essence, they are not taking off any '2 days' it is only the 2 days they are scheduled to work for.
Where can caregivers check how many days of PTO they have available?	Caregiver's available balance is reflected on their paystub weekly. If they need help locating that balance, the coordinators can help them
Can PTO be paid out at the time of separation or termination?	PTO is a benefit provided only while actively employed. Any unused PTO is not paid out upon separation or termination.