



# 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 Staff

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.

<p><b>Allowable Reasons for Safe and Sick Time Request:</b></p> <ul style="list-style-type: none"> <li>• The employee’s mental or physical illness, treatment or preventive care;</li> <li>• A family member’s mental or physical illness, treatment or preventive care;</li> <li>• An absence due to domestic abuse, sexual assault or stalking of the employee or a family member;</li> <li>• 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</li> <li>• 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.</li> <li>• To make funeral arrangements, attend a funeral service or memorial or address financial or legal matters that arise after the death of a family member.</li> </ul> <p><b>Request reason:</b></p>	<p><b>Total Hours Requested</b></p> <hr/> <p><b>Service</b></p> <p><input type="checkbox"/> <b>PCA</b></p> <p><input type="checkbox"/> <b>Homemaker</b></p> <p><input type="checkbox"/> <b>Other:</b></p> <hr/>
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*If your available S&S balance does not cover the request, we will process whatever is available. Safe and Sick time is only for regularly scheduled hours missed and can never exceed combined work and safe and sick time of 40 hours in a work week. (policy #14 Wages and Conditions of Employment.pdf)*

## You must submit this completed form to the Cherish office.

- If the request is for 3 or more days the employee must provide reasonable documentation including a doctor’s note.
- S&S will be paid in accordance with the employee’s regularly scheduled hours, or in absence of a schedule, the average number of weekly hours worked in the past quarter, divided by the average number of days worked in a week. The rate of pay will be the base rate and does not include overtime pay.
- 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. Misrepresenting a situation constitutes fraud.

Employee Printed Name:

Employee Signature:

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Date of missed time: \_\_\_\_\_