

IMPORTANT NOTICE

EARNED PAID SICK TIME

WHO: All Personal Care Assistants for Ability360 Home Care Services

WHEN: July 1, 2017

WHAT YOU NEED TO KNOW

- You will receive 1 hour of paid sick time for every 30 hours worked
- Your annual timeframe for earning paid sick time will be based on your hire date
- You can earn up to 40 hours of paid sick time per year
- All employees hired on or before June 30, 2017 can use their paid sick time as it is earned.
- Employees hired on or after July 1, 2017 begin earning paid sick time from their date of hire, but they must complete 90 days of employment before they can begin using it
- Paid sick time may be used in 15-minute increments
- For absences of 3 consecutive days or more, written documentation justifying use of paid sick time will be required
- Maximum use of paid sick time is limited to 40 hours per year
- Unused paid sick time can be carried over from one year to the next
- You will not be paid for unused sick time if your employment with us ends
- If you return to employment with Ability360 Home Care Services within 9 months, your paid sick time will be reinstated to the level it was at when you left and it will be available for immediate use

HOW TO GET MORE INFORMATION

View the presentation on the Ability360 website at: <http://ability360.org/hcs-employee-news>

OR

Come to your local Ability360 office to view the presentation.

WHAT YOU NEED TO DO

Your signature acknowledging this new benefit is required no later than July 31, 2017.

Please complete the enclosed acknowledgement form and return in to Ability360 by mail, fax (602) 296-0505, or in person.

If you have any questions regarding earned paid sick time, please feel free to contact the Human Resources Coordinator, Melody Forbes, at (602) 296-0553.

EN EL REVERSO DE ESTA HOJA ENCONTRARA ESTE DOCUMENTO EN ESPAÑOL

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