

## CO Paid Sick Time Request Form

*Criteria: Attendants can view their sick time balance via Connect. Sick time is accrued at the rate of 1 hour for every 30 hours worked (starting in 2022). You must have adequate sick time in your bank to cover all hours submitted for Palco to pay.*

**Instructions:** Attendants should use this form to request sick time of the Employer. Once approved, Employers should enter the sick time payment request into the Connect portal and submit to Palco. Employers should maintain copies of this form in the attendant's employment file.

<b>Sick Time Request Log</b>	
Attendant Name:	Attendant Palco ID:
Employer Name:	Employer Palco ID:
Attendant Rate of Pay: (Choose <b>one</b> rate that is already established for the attendant for which their Sick Time will be paid at)	
<input type="checkbox"/> CDASS/Sick Time RATE 1 <input type="checkbox"/> CDASS/Sick Time RATE 2 <input type="checkbox"/> CDASS/Sick Time RATE 3	
<b>SLS Waiver Only</b>	
<input type="checkbox"/> SLS HMA/Sick Time Rate 1 <input type="checkbox"/> SLS HMA/Sick Time Rate 2 <input type="checkbox"/> SLS HMA/Sick Time Rate 3	

**Service Period:** \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year                      Month Day Year

Sick Time Request Log															
Day of Month															
# of Hours Requested															
<b>Total Sick Time Hours:</b>														→	

*Your signature confirms that these sick time hours were requested and approved by the employer. Electronic Signatures are acceptable on this form. Payment for the sick time hours, once verified, will be processed, and paid on the next upcoming regularly scheduled pay day. For questions, review the payroll schedule located on the Palco website.*

<b>Employer Signature</b>	<b>Date</b>	<b>Attendant Signature</b>	<b>Date</b>
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*Employers should enter the approved payment requests into the Connect portal for processing and payment unless they are exempt from EVV/Connect. For instructions on entering requests via Connect, you can find instructions here: <https://palcofirst.com/colorado/>*

**Please return this form to Palco via email: [timesheets@palcofirst.com](mailto:timesheets@palcofirst.com) or via fax to 1.877.859.8757**