



**Consumer Direct Attendant Support Services
 Public Health Emergency (PHE) Leave Request
 FULL-TIME ATTENDANT REQUEST FORM**

Member Information:					
Last Name:		First Name:		Medicaid ID#:	
Phone:		Email:		FMS Vendor:	
Attendant Information:					
Last Name:		First Name:		Employee ID#:	
Phone:		Email:		<input type="checkbox"/> Relative <input type="checkbox"/> Non-Relative	
I confirm my Attendant's work schedule is 40+ hours per week according to program rule. <input type="checkbox"/> Yes <input type="checkbox"/> No - Please submit the Part-Time Attendant Request Form					
PHE Leave Calculation:					
Accrued sick time hours + PHE leave hours cannot exceed 80 for full-time Attendants. To calculate the Attendant's total available PHE leave hours, fill out the following calculation.					
$80 - \frac{\text{Accrued Sick Time}}{\text{Accrued Sick Time}} = \text{Total PHE Leave Hours}$					
Leave Request Information:					
Attendant's Total PHE Leave Hours (from calculation above):					
Date of Leave:		Hours Requested:		Date of Leave:	
Date of Leave:		Hours Requested:		Date of Leave:	
Date of Leave:		Hours Requested:		Date of Leave:	
Date of Leave:		Hours Requested:		Date of Leave:	
Date of Leave:		Hours Requested:		Date of Leave:	
Attendant's Remaining PHE Leave Hours:					
Affidavit:					
I _____ and _____, attest that this form contains accurate information about my Attendant's employment and their request for Public Health Emergency (PHE) leave. I affirm that the requested PHE leave is for one or more of the purposes listed on page 2. I acknowledge and agree that it is my responsibility to track PHE leave requests from my attendant and notify my FMS of any changes related to this request. I understand that this request will be paid out through the 1.7% Cost to You increase implemented for Sick Time at a standard rate established by my FMS vendor . I understand that misrepresentation or false statements made on this form may result in administrative penalties, criminal prosecution and/or termination from the CDASS program.					
Signature of Member/AR:				Date:	
Signature of Attendant:				Date:	



Public Health Emergency Leave Consumer Direct Attendant Support Services

1. **Attendants can use Public Health Emergency (PHE) supplemental leave for the following purposes. An attendant needs to:**
 - A. Self-isolate and care for oneself because the employee is diagnosed with a communicable illness that is the cause of a public health emergency;
 - B. Self-isolate and care for oneself because the employee is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
 - C. Seek or obtain medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
 - D. Seek preventive care concerning a communicable illness that is the cause of a public health emergency; or
 - E. Care for a family member who:
 - a. Is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency;
 - b. Is self-isolating due to experiencing symptoms of a communicable illness that is the cause of a public health emergency;
 - c. Needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; or
 - d. Is seeking preventive care concerning a communicable illness that is the cause of a public health emergency;
2. **Note:**
 - A. PHE leave is supplemental to Sick Leave [Pursuant to “Healthy Families and Workplaces Act” \(S.B. 20-205, July 14, 2020\)](#).
 - B. PHE leave is not accrued. Unused hours will not be carried over or paid out at the end of the PHE.
 - C. Employers must provide:
 - a. up to 80 hours of leave (between supplemental and sick time) for full-time employees, and
 - b. the equivalent of the hours worked in the prior pay period for part-time employees.
 - D. If there are questions about the amount of leave available, please contact the FMS vendor.
 - E. Employers cannot require documentation from employees to show that PHE leave is for COVID-related needs.
 - F. During a PHE, employees still earn up to 48 hours of accrued leave. They may use supplemental leave before accrued leave.
 - G. PHE leave ends four (4) weeks following the end of the Public Health Emergency as determined by the [United States Department of Health and Human Services](#).

