

CDASS SICK TIME PAYMENT REQUEST PROCESS VIA CONNECT

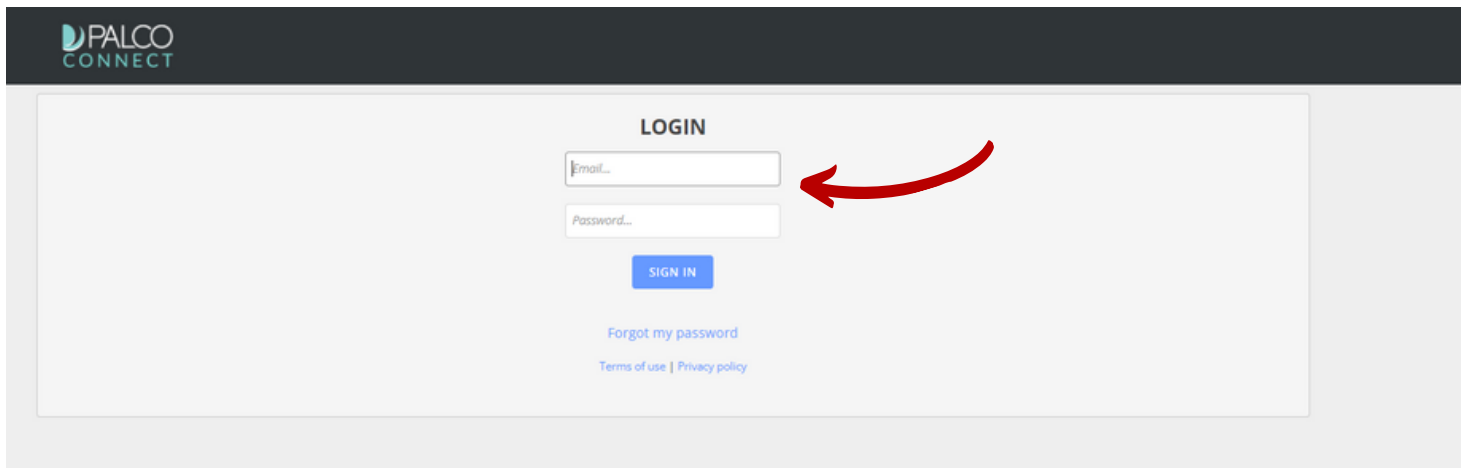


Overview: Colorado Senate Bill 20-205: Healthy Families and Workplaces Act; C.R.S. 8-13.3-402, stipulates that employers provide paid sick leave to their employees at a rate of one (1) hour of paid sick leave for every 30 hours worked effective January 1, 2022. Employees can accrue a maximum of 48 hours per year and begin accruing paid sick leave as of January 1, 2022. Employees are permitted to use their paid sick leave as it is accrued and can carryover unused paid sick leave to subsequent years, up to the 48 hours maximum. For more information visit: [Senate Bill 20-205: Healthy Families and Workplaces Act](#)

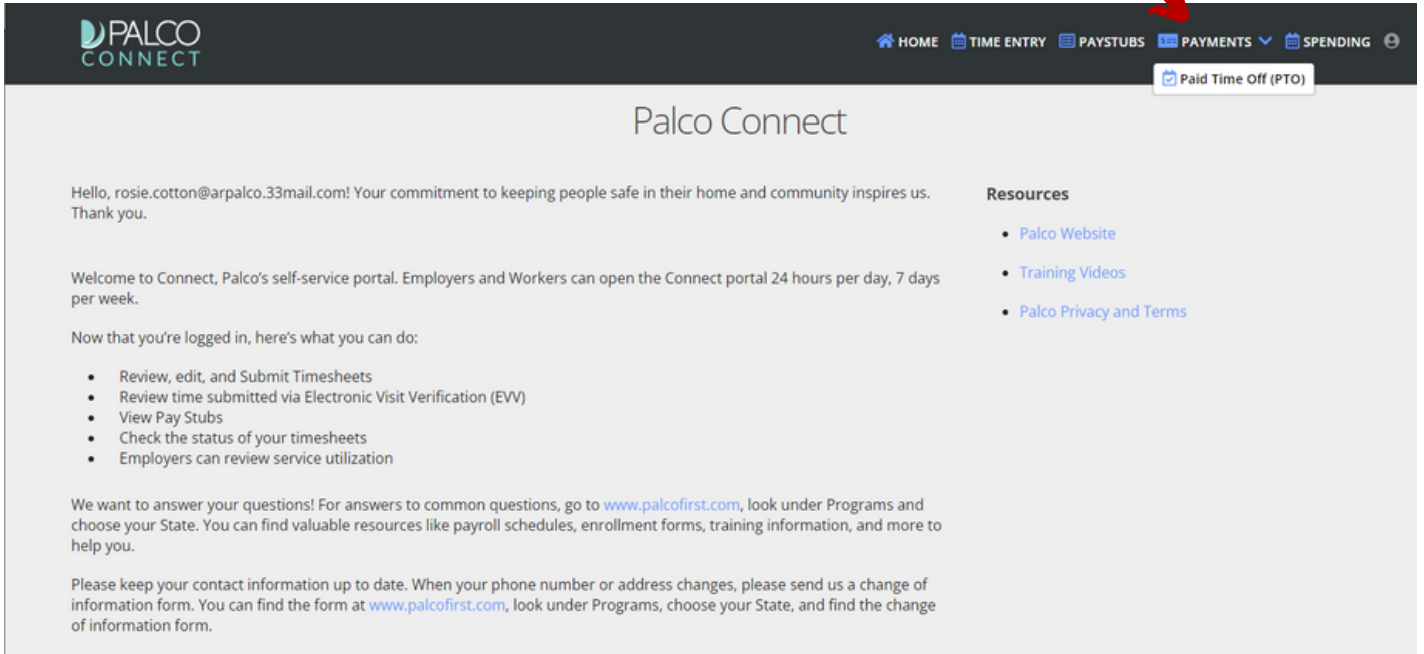
Submitting a Sick Time Payment Request- Employers

Attendants can request sick time via their employer. Attendants should complete the [Sick Time Request Form](#) and provide it to their employer as official documentation. Employers should maintain a copy of this sick time request form in the attendants employment file. Once approved, sick time payment requests can be submitted [by the Employer](#) via the Palco Connect portal.

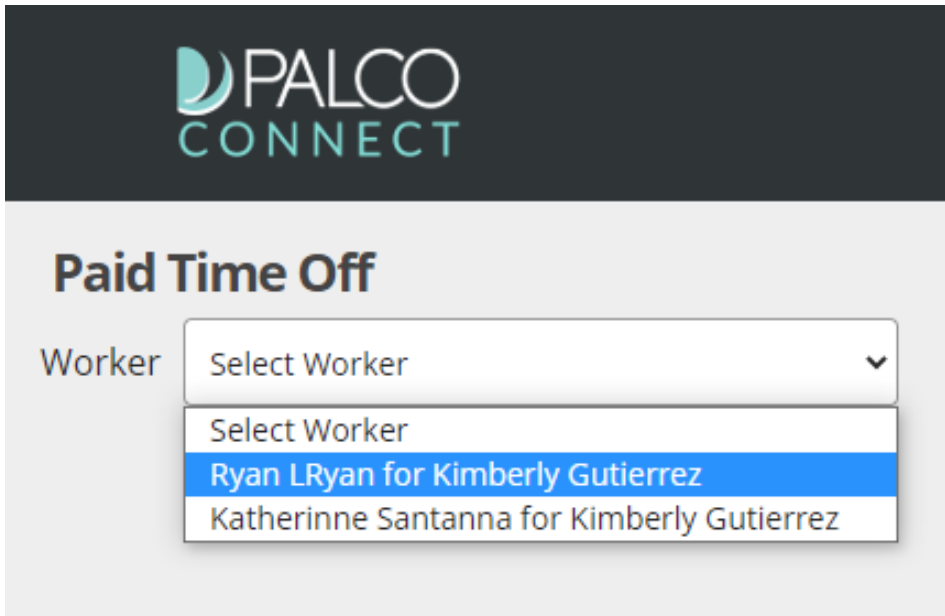
1. Employers will access the Connect website <https://connect.palcofirst.com/> and login using their credentials.



2. Click on "Payments" and click "Paid Time Off(PTO)" located at the top right of your screen.



3. Select the Attendant for which you are submitting the sick time payment request.



4. Complete the required fields indicated on the screen including the PTO date and number of hours. When selecting the pay rate, you will need to click on "Select a Pay Rate" and choose the default weighted average rate. Once complete, click submit.

PTO CURRENT BALANCE: 33.90 Hours

PTO Date:

Hours Requested:

Pay Rate:

PTO CURRENT BALANCE: 1.38 Hours

PTO Date:

Hours Requested:

Pay Rate:

5. Once Submitted, the request can be viewed under "PTO Request History" showing the details of the request and the current status of the request.

PTO HISTORY

Filter records by: Service Date Requested Date Limit Range:

| Service Date | Hours | Pay Rate | Date Requested | Status |
|--------------|-------|----------|----------------|----------------------|
| 09/28/2022 | 8.00 | 18 | 09/28/2022 | Approved For Payment |

Sick time requests will be processed and paid following the standard payroll schedule, published on the Palco website. If a payment request is rejected by Palco because it exceeds the rules or accrued hours, Palco will notify the employer by email of this rejection and a new request will need to be entered.

Attendant Review

The attendant will be able to view the requests by logging into their Connect account and by clicking on "Payments" and clicking "Paid Time Off(PTO)" located at the top right of the screen. Attendants can also monitor their PTO balance by viewing their most current paystub located by clicking "Paystubs."

PALCO CONNECT

HOME TIME ENTRY PAYSTUBS PAYMENTS

Paid Time Off

PTO CURRENT BALANCE: 1.38 Hours

PTO HISTORY

Filter records by: Service Date Requested Date Limit Range:

| Service Date | Hours | Pay Rate | Date Requested | Status |
|--------------|-------|----------|----------------|----------------------|
| 10/05/2022 | 6.00 | 18.0000 | 09/28/2022 | Approved For Payment |

Types of Errors

When submitting PTO, certain errors can appear if the time is submitted incorrectly or if there isn't enough PTO in the current balance. PTO requests also must be submitted within 30 days of the current date.

PTO CURRENT BALANCE: 15.90 Hours

| | | |
|---------------------------------------|---|---|
| PTO Date: | <input type="text" value="10/06/2022"/> | The Hours Requested Exceed PTO Current Balance! |
| Hours Requested: | <input type="text" value="16.00"/> | |
| Pay Rate: | <input type="text" value="\$18.00"/> | |
| <input type="button" value="SUBMIT"/> | | |

PTO CURRENT BALANCE: 15.90 Hours

| | | |
|---------------------------------------|---|---|
| PTO Date: | <input type="text" value="10/06/2022"/> | PTO Hours cannot exceed 24 Hours in a day! The Hours Requested Exceed PTO Current Balance! |
| Hours Requested: | <input type="text" value="25"/> | |
| Pay Rate: | <input type="text" value="\$18.00"/> | |
| <input type="button" value="SUBMIT"/> | | |

PTO CURRENT BALANCE: 15.90 Hours

| | | |
|---------------------------------------|---|---|
| PTO Date: | <input type="text" value="11/10/2022"/> | PTO requests must be within 30 days of PTO Date selected! |
| Hours Requested: | <input type="text" value="8.00"/> | |
| Pay Rate: | <input type="text" value="\$18.00"/> | |
| <input type="button" value="SUBMIT"/> | | |



Other Questions? Contact Palco!

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