

Sick Leave Facts for Self-Direction Employees in Michigan CMH Programs

01

How can employees request sick leave?

Employees must start by requesting the time from their employer. The employer would enter it in through Palco's Connect portal. If the employee is exempt from completing Electronic Visit Verification (EVV), a sick leave request form can be filled out and sent to Palco to enter and process. The Sick Leave request form is on Palco's website, www.palcofirst.com.

02

How to enter the request in Connect.

The employer logs into Connect with their credentials. They click on the Payments tab in the upper right side of the home page and then click on "PTO." They then enter in the hours and date(s) the sick leave is being requested. Paid Time Off (PTO), this time is not to be used for vacation or personal time. Employees should only be requesting sick leave for the reasons approved in the Michigan's Earned Sick Time Act (ESTA) and its regulated regulations.

03

How do I see how much Sick Time I have?

You can log into the Palco Connect portal and view your Sick Time balance on your paystub. View your paystub by clicking on the Payments tab in the upper right-hand side of the home page.

04

How do I accrue Sick Time?

Employees accrue one hour of Sick Time for every 30 hours worked.

05

Does Sick Time come out of the employer's monthly allocation?

Yes. Sick time is funded as a direct cost out of the self-directed budget, effective 10/1/2025.

06

How much sick leave can be requested?

Sick leave can only be requested up to the number of hours an employee is scheduled and permitted to work.