

# Paid Time Off

## How do you qualify, and how to access paid time off.

you earn 16 hours of paid time off for a total of 32 hours per year.

You may accumulate your earned paid time off from each year of the contract (2005-2007), but if you have not used the balance by 06-30-07, you will lose it.


**24-hour Caregivers** earn 24 hours of paid time off per month for a total of 144 hours a year. This paid time off is not subject to the "use it or lose it" provisions for hourly caregivers, but you cannot accumulate more than 144 hours total. Once you hit that cap, you must take time off or lose any additional earned time off.

**How to Access Your Paid Time Off:** You must arrange and prior-authorize paid time off with your client and notify your client(s) case manager(s). While it is not your responsibility to arrange for a

substitute caregiver for your client, any assistance you can provide to your client and the case manager in locating a replacement caregiver for you while you are gone will be appreciated. Replacement caregivers can be either paid caregivers with an active provider number, or a volunteer who is not paid. In either case, it must be someone who meets your client's approval.

If you and your client are unable to find a replacement caregiver, it is the program manager's responsibility to assist. If you encounter barriers to accessing your paid time off, please contact your union steward or organizer. Paid time off is an important benefit and we want to make sure we have the ability to access it.

**You can go to our web site at [www.seiu503.org](http://www.seiu503.org) to access a full copy of the 2005-2007 Homecare Contract. Paid Time Off is located in Article 16.**



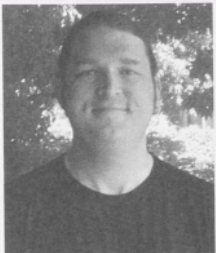
Recognizing how important it is for caregivers to take care of ourselves, the homecare bargaining team increased the total number of days off per year from 1 to 4 days in our current contract.

Here's how it works:

**For Hourly Caregivers:** If you work at least 80 hours in April, May or June of any year you earn 16 hours of paid time off. Additionally, if you work 80 hours in November, December or January of any year,

## Homecare Leadership sets Ambitious Goals for 2005-2007

by Steve Shumate



Steve Shumate

When homecare leaders met in September to evaluate our progress and set our goals for the next two years, one thing was

clear, everything we've accomplished has been because homecare workers have made contributions, from joining the union, registering

to vote, contributing to CAPE, lobbying at the legislature, writing letters, making phone calls, attending local meetings and phone banks. To all who have lent a hand, thank you! You made a difference.

In the next two years, we want to build on our successes and invite you to be a part of strengthening our union and our power to stand up for our clients and ourselves. Our goals include: increasing our membership, voter registration and CAPE contributors, training new

stewards and strengthening our relationships with coalition partners. **Join the union. Join CAPE. Register to Vote.** Attend a local homecare meeting to learn more about our union and how you can join together with your co-workers in helping to make a difference. We all have a gift, a talent that will help us help each other.