



Supplemental & Benefits Trusts

FREQUENTLY ASKED QUESTIONS

Who is eligible for Paid Time Off (PTO) benefits?

You will be eligible for PTO benefits if you meet the following requirements:

- You are a personal support worker (PSW) or hourly homecare worker (HCW) covered under the SEIU bargaining unit; and
- You work **80 or more hours** of SEIU personal support or hourly homecare bargaining unit work during the determination period (October, November or December for February 1 eligibility, and March, April or May for July 1 eligibility); and
- You complete and return a Form W-9 to the Trust Administrative Office.

PTO benefits for PSWs are paid from the Oregon Homecare Workers Benefit Trust and PTO benefits for HCWs are paid from the Oregon Homecare Workers Supplemental Trust. However, effective July 2016, all PTO benefits for eligible PSWs and HCWs will be provided through the Benefit Trust.

How many hours of PTO can I earn?

If you are an eligible PSW or HCW, you can earn 20 hours of PTO benefits each **February 1 and July 1**, for a total of 40 PTO benefit hours each year, provided you work the required number of hours of SEIU bargaining unit work, as described above.

How are my PTO benefits calculated?

Your PTO benefits are determined based on your total gross wages earned in the first month of the eligibility period in which you worked 80 or more hours of covered employment.

What if my rate of pay changes?

Your PTO benefits will be calculated based on your wage rate during the month you first become eligible for each cycle of benefits.

How do I request PTO benefits?

If you have worked the required number of hours to earn a PTO benefit, the Trust will mail you an eligibility packet containing a Benefit Request Form, a W-9 Form, a Beneficiary Designation Form and a postage paid envelope. You must complete and return the W-9 Form to the Trust Administrative Office to be eligible for PTO benefits under the Trust. When you are ready to receive payment of your PTO benefits, you must complete and submit the Benefit Request Form in your eligibility packet.



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What if I do not request my PTO benefits?

If you are eligible to receive PTO benefits but you do not complete a Benefit Request Form, your benefit will be automatically paid to you in February of the year following the year in which you earned it. Note, you will not be eligible for PTO benefits unless you have completed and returned a Form W-9.

What is the timeline for claiming PTO benefits?

To receive your PTO benefit by the 15th of the month, you must submit, and the Trust must receive, all required documentation by the 5th of the month. To receive your PTO benefit by the last Friday of the month, you must submit, and the Trust must receive, all required documentation by the 20th of that month.

Will I receive a Form 1099?

If your PTO benefit is over \$600 in a single year, the Trust is required to send you a Form 1099. Please note that your PTO benefit is considered taxable income during the year in which you earn it, regardless of whether you receive a Form 1099 from the Trust.

How do I find a back-up care provider for my Consumer/Employer during my time off?

It is not your responsibility to find your own replacement when you take paid leave. The Consumer/Employer has the primary responsibility for selecting and hiring their providers. Paid leave must be prior authorized by the Consumer/Employer, relief must be available if necessary and the appropriate Agency must be notified in order to authorize the Substitute Worker's hours. Sometimes the Consumer/Employer will require assistance from the Case Manager/Personal Agent/Service Coordinator in finding a suitable replacement provider.

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