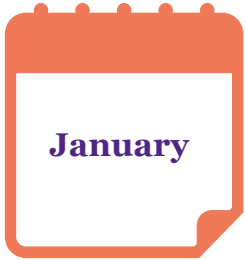
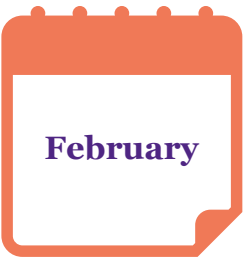


Hourly Homecare and Personal Support Workers' Paid Time Off : Dates to Remember

Refer to pages 7-10 in your Benefit Booklet at orhomecaretrust.org.



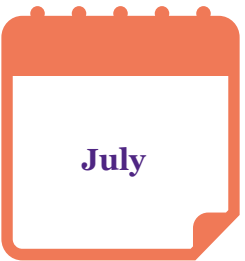
Final reminders to complete your Form W-9 are sent in January. Cash out notifications regarding unpaid benefits earned during the prior year also are sent in January. Finally, if your PTO benefits earned in the prior year exceed \$600, you will be sent a Form 1099 in January.



Eligibility notifications for benefits accrued on February 1st are sent in February. If you accrued PTO benefits last year and turned in your Form W-9, any remaining unpaid benefits will be paid to you in February.



Reminders to complete your Form W-9 are sent in May if you have not already submitted this form. Balance Statements reflecting your total PTO benefits also are sent in May.



Eligibility notifications for benefits accrued on July 1st are sent in July.



Reminders to complete your Form W-9 are sent in each of these months if you have not already submitted this form. Balance Statements reflecting your total PTO benefits also are sent in each of these months.



PAID TIME OFF BENEFIT REQUEST

Last Name: _____ First Name: _____
Full Address: _____
SSN: _____ Date of Birth: _____
Email Address: _____ Phone Number: _____

Benefit Request Forms ("Forms") submitted by the 5th of the month will be processed for payment on the 15th of the month. Forms submitted between the 6th and the 20th of the month will be processed for payment on the last Friday of the month. Forms submitted after the 20th of the month will be processed for payment on the 15th of the following month.