


HOMECARE & HOSPICE
National Association for Home Care & Hospice



**PRIVATE DUTY
HOME CARE**
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FOR HOME CARE & HOSPICE

**Paid Time Off:
Creating and Structuring a Benefit Program
to Recruit, Retain, and Reward**

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Whirks

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https://www.youtube.com/watch?v=aXgoJs7_HDY

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Learning Objectives

- Sick time, vacation time, or PTO :
How to structure time off to best benefit your organization and your staff
- Mental health/Personal Self-Care days:
Why they're important and what you can do to implement them easily
- How rewarding staff can lead to long-term staff retention and loyalty

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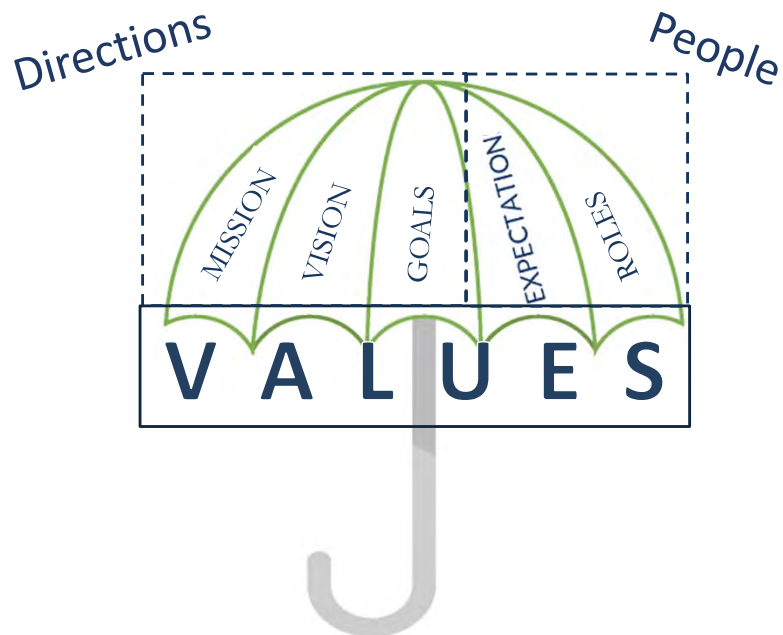
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Leadership Philosophy

- Servant Leadership
- Values are the Foundation for all Operations
- Real, Relevant, and Rewarding

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Growth Mindset

<https://www.youtube.com/watch?v=inNMktqIkh0&t=1s>

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Grow with us...

Market size value in 2021- 88.50 billion

20% of the population are 65 and older

2029

2021

2050

Revenue forecast in 2029- 153.19 billion

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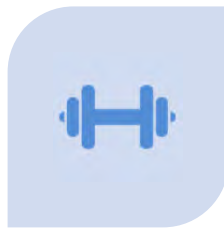
Recruitment and Retention

- Average 8 caregivers tested positive
- 48% of caregivers have PTO provided
- 39% of caregivers have sick leave provided

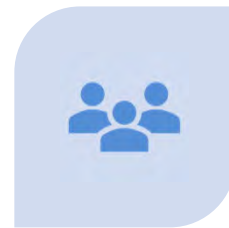
Personal Self-Care Days



RELIEVE BURNOUT



INCREASE WELL-
BEING



HIGHLIGHTS
ORGANIZATIONAL
SUPPORT

What are Personal Self-Care days?

- Scheduled paid days outside of the leave program that employees use to recharge, relax, and recoup.
- 3 per 12 months
- No carry-over and no cash out

Types of Personal Self-Care

- Anything that allows the employee to come back to work ready, willing, and able.
- Each employee will be different.



What is Paid Time Off Policy?



BANK OF TIME THAT
CAN BE USED FOR ANY
REASON



REPLACES SEPARATE
SICK, PERSONAL, AND
PAID VACATION DAYS



USUALLY GIVE THE
EMPLOYEES THE SAME
AMOUNT OF TIME OFF

What is a Vacation/Sick Policy?



Two separate leave policies part of a larger paid time policy



Strict use of reasons why the employee needs it



Works in agreement with most paid state leave plans

Accrual or Bank?

- Accrual plan allows the employee to earn time for every hour worked
- Bank plan guarantees the employee the time, no matter how much they work
- Recommend Accrual plan (hours worked)

State with Paid Sick Leave Laws

- California (2004)
- Colorado (2023)
- Connecticut (2022)
- Delaware
- Maryland
- Massachusetts (2021)
- Oregon (2023)
- New Jersey (2009)
- New York (2018)
- Rhode Island (2014)
- Vermont (2017)
- Washington (2020)
- Washington D.C. (2020)

City/County Plans

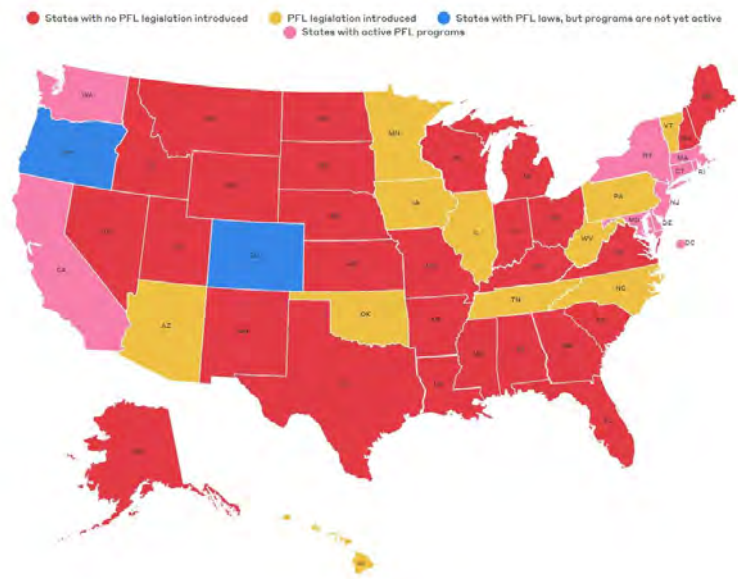
- Illinois (No State Plan)
 - Chicago (Paid Sick Leave)
 - Cook County (Paid Sick Leave)
- Minnesota (No State Plan)
 - Duluth (Paid Sick Leave)
 - Minneapolis (Paid Sick Leave)
 - St. Paul (Paid Sick Leave)
- Pennsylvania (No State Plan)
 - Pittsburgh (Paid Sick Leave)
 - Philadelphia (Paid Sick Leave)

Status of Paid Laws

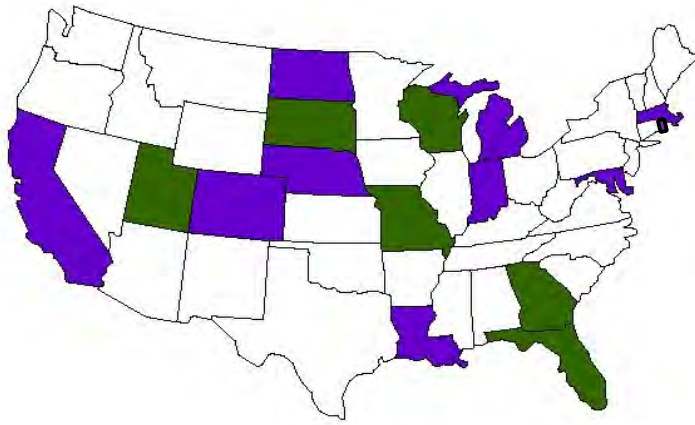
- Active States (9 + Washington D.C.)
- Programs but not yet active (2)
- Legislation introduced (11)
- No legislation introduced (27)

22 States + D.C have active or legislation pending (nearly half the country)

- New Hampshire will introduce a voluntary state leave paid plan starting 2023.
- Virginia only has paid sick leave plans for Home health workers



Map of Pay-Out



Must Pay-Out (10)

- California
- Colorado
- *Indiana
- Louisiana
- *Maryland
- Massachusetts
- Michigan
- Nebraska
- **North Dakota
- **Rhode Island

*If no policy is in place

**If after 1 year of service

State Law Against Paying Out (6)

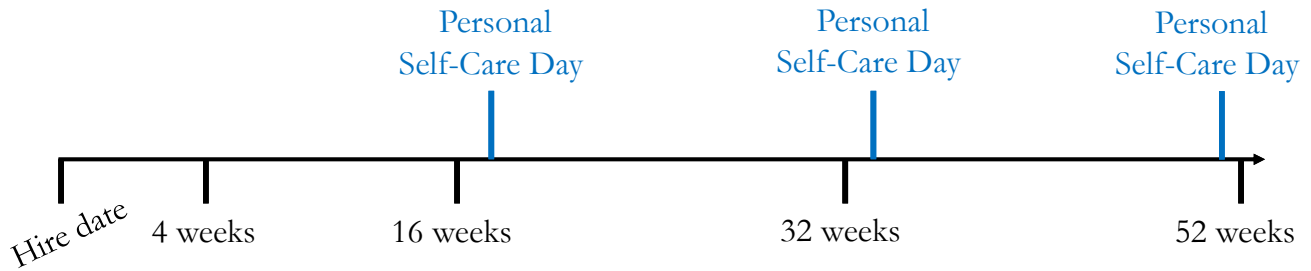
- Wisconsin
- South Dakota
- Missouri
- Florida
- Georgia
- *Utah

* Must state explicitly in handbook

PTO Accrual Plan

- % hour of PTO per hours worked
- Must maintain 25 hours per week to qualify
- 3 personal self-care days per year (no carry-over)
- x hours of PTO
- Note: personal self-care days can be used per 430 hours worked

PTO Accrual Plan Example



- % PTO Hour per week
- 25 Hours worked per week

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You Can Do It!

<https://www.youtube.com/watch?v=xIonKgCvhoc>

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Building a Basic Policy

Step 1: Purpose or Intent

Step 2: Type and Eligibility

Step 3: Decide on Accrual or Bank plan (Lump Sum)

Step 4: Answer the following questions:

- Employees must give you # days/weeks notice before taking time off
- Employees cannot take off more than # days at a time
- No more than # employees can take off the same day
- Employees can/cannot cash in # unused vacation days for money at the end of the year
- Employees can/cannot only carry over # days from year-to-year
- Employer will/will not payout upon termination

Step 5: Add the policy to your employee handbook.

Please use the Q&A to ask Questions



Contact Information

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