



Providing Benefits to Oregon Homecare
and Personal Support Workers

Benefits Trust

FREQUENTLY ASKED QUESTIONS

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

To be eligible for PTO benefits, you must be a personal support worker (PSW). Also, to be eligible for PTO benefits on **February 1st**, you must work **80 or more hours** of SEIU personal support bargaining unit work in either October, November or December of the preceding calendar year; and to be eligible for PTO benefits on **July 1st**, you must work **80 or more hours** of SEIU personal support bargaining unit work in either March, April or May of the same calendar year.

How many hours of PTO can I earn?

If you are an eligible PSW, you can earn 16 hours of PTO benefits each **February 1 and July 1**, provided you work the required number of hours of SEIU personal support 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 and Beneficiary Designation Form. You must complete and return the W-9 Form and the Beneficiary Designation 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.

The benefits of the Homecare Workers Supplemental and Benefits Trusts were negotiated by SEIU Local 503 homecare and personal support workers through their bargaining team.

P.O. BOX 6, MUKILTEO, WASHINGTON 98275

Trust Administration: 844-507-7554

fax: 866-459-4623

email: OHCWT@bsitpa.com





Providing Benefits to Oregon Homecare
and Personal Support Workers

Benefits Trust

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 it was earned. Note, you will not be eligible for PTO benefits unless you have completed and returned a Form W-9 and a Designation of Beneficiary Form.

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 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 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, regardless of whether you receive a Form 1099 from the Trust.

How do I find a back-up care provider for my client 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.

20282291v1

The benefits of the Homecare Workers Supplemental and Benefits Trusts were negotiated by SEIU Local 503 homecare and personal support workers through their bargaining team.

P.O. BOX 6, MUKILTEO, WASHINGTON 98275

Trust Administration: 844-507-7554

fax: 866-459-4623

email: OHCWT@bsitpa.com

