



## Paid Leave Training

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# What is Paid Leave (PL)?

The State of Illinois approved the Paid Leave Program for employees beginning January 1, 2024.



# What is Paid Leave (PL)? (continued)

- All Illinois PSWs are eligible to be paid for 40 hours of personal time per fiscal year (after 90 days of employment).
- Employees who started on or before January 1, 2024, may begin using PL as soon as March 31, 2024.
- All PL requires Employer approval before it can be processed by ACES\$.

# PL: Accruals and Maximums

- Employees accrue **one** (1) hour of Paid Leave for every 40 hours worked.
  - Hours worked can be regular hours or Crisis services.
  - Hours can be spread across multiple pay periods.
- A maximum of 40 hours can be **accrued** in a fiscal year.
  - The fiscal year is always July 1<sup>st</sup> – June 30<sup>th</sup>.
- An employee begins accruing on their first day of employment, and they are eligible to use Paid Leave starting at the 90 day mark.
- A maximum of 40 hours can be **used** in a fiscal year.
- Paid Leave rolls over, but the 40 hours in a fiscal year **limit** applies regardless of when time is accrued.

# 90-Day Timeframe

All PSWs are eligible to use PL after 90 days of Employment.

(All Employers must comply with Paid Leave)

## When can PSWs use PL?

PSWs can use their PL any time after the initial 90 days of employment.



## PL should be used...

- PSWs can use PL for any reason. (sick, appointment, vacation, etc.) The PSW is not required to provide the employer with a reason for the leave.

## PL should NOT be used...

- When the PSW did work.
- To pay out ahead of time. The employer cannot approve time before it is accrued.

# Submitting PL Requests: Timeframes

PSWs must submit their PL time for the time period it is being used according to the payroll calendar due dates.

Example: A PSW submits time for the pay period from 4/1 to 4/15. They also used PL during that pay period. If the PSW waits until after the paid time processes to submit their PL request, the PL request won't go through.

Instead, the PSW should also submit their PL request together with any hours worked according to the due dates listed on the ACES\$ payroll calendar.

# Anna's Eligibility Example:

Anna has a start date of February 1<sup>st</sup>, 2024, for Consumer Mavis.

Beginning May 1<sup>st</sup>, 2024, 90 days after employment begins, Anna can start using PL.

**Anna has accrued (12) twelve hours of PL since she began working on February 1<sup>st</sup> and can use it as soon as May 1<sup>st</sup> 2024.**

**Anna can use these PL hours any time during the fiscal year on or after May 1<sup>st</sup>. If Anna uses two hours of PL, the remaining accrued PL, as well as other hours she accrues, will carry over into the next fiscal year.**



# Anna's Paid Leave Submission Example:

Anna worked 70 hours and took 10 hours of Paid Leave between May 1 and May 15.

**Example 1:** Anna submits her PL request with her time worked (regular or crisis hours), according to the payroll calendar. Anna's time worked and Paid Leave are successfully submitted and paid. Anna still has two hours of Paid Leave accrued.

**Example 2:** Anna forgets to submit her Paid Leave hours at the same time that she submitted her hours worked. Because the hours worked had already paid out, Anna is **unable to have her Paid Leave hours pay out.**

**Example 3:** Anna forgets to submit her hours worked at the same time that she submitted her Paid Leave. Because the Paid Leave had already paid out, **she will not be paid for the hours worked** once she remembers to submit that time.

# How to View PL Balances in ACES\$ Online

EMPLOYERS AND PSWS

# PL Balance on ACES\$ Online Dashboard

When an employee is eligible for PL, a **blue box** will appear on the ACES\$ Online Dashboard for the Employer and Employee.

PL balances will show here for each Employer.

This screenshot shows the ACES\$ Online Dashboard interface. The top navigation bar includes 'Welcome [redacted]', 'Log Out', 'My Account', and 'Help'. The main content area is divided into several sections. On the left, there is a 'Welcome' section with a user name, a 'Change Password | My Account | Log Out' link, and a 'Test Site A | A | A | A' indicator. Below this is a red notification box titled 'ISSUING of W2' with a bell icon and a message: 'All attendant W2s have been mailed out as of Wednesday, 8/20/2021. Please allow 2 weeks for delivery. If you have not received it by 8/26/2021, you are requested to contact customer service for assistance. Please note there is a \$5 fee.' To the right of the welcome section is a green 'Attendants' section with a table. Below the welcome section is a blue box titled 'Paid Leave Information' which is highlighted with a red border. This box contains a table with the following data:

Attendant Name	PL Balance
<Attendant Name>	6,500.00

This screenshot shows the ACES\$ Online Dashboard interface from an employer's perspective. The top navigation bar is identical to the previous screenshot. The main content area features a 'Welcome' section on the left, a red 'ISSUING of W2' notification box, and a green 'Payroll Information' section on the right. The 'Payroll Information' section contains a table with the following data:

Check Name	Pay Period	Check Date	Check Amount	Method
[redacted]	8/16/2021 - 8/22/2021	8/16/2021	\$1,800.00	Direct Deposit
[redacted]	8/23/2021 - 8/29/2021	8/23/2021	\$1,800.00	Payroll
[redacted]	8/30/2021 - 9/05/2021	8/30/2021	\$1,800.00	Payroll

Below the payroll section is a blue box titled 'Paid Leave Information' highlighted with a red border. This box contains a table with the following data:

Employer Name	PL Balance
<Employer Name>	6,750.00
<Group/Unit Name>	0.0000

# View Paid Leave Balances on Pay Stubs

EMPLOYEES

# ACES\$ Online Pay Stub: PSWs Only

1. Log in to [login.mycil.org](https://login.mycil.org) (PSWs)
2. Click on “Pay Stubs”
3. Search for the specific pay stub and click “Search”

## Attendant Pay Stub Report

[View Timesheets](#)

[Print Paystub](#)

Employee ID:	██████████	Check No.:	██████████
PSW Name:	██████████	Period End:	4/7/2021

Earnings	Rate	Hours	Curr. Amount	Code	YTD Amount
Paid Leave	\$12.78	2	\$25.56	Paid Leave	2
Wages	\$12.78	80	\$1,022.40	Wages	\$4,907.52

Current Totals	
Earnings	\$1,047.96
Deductions	\$0.00
Taxes	\$228.53
Net Pay	\$1,023.91

Taxes	Current Amount
FIT	\$84.72
SS	\$77.65
MC	\$18.16
SWT-VA	\$48.00

Deduction Code	Current Amount
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# PL Balances on Physical Pay Stubs

PL usage will appear on its own line separate from “Wages” whenever claimed.

9HM5541313 February 29, 2024 mc3500  
EMPLOYEE NO. PERIOD END CHECK NO.

Earnings	Earning Rate	Hours	Current Amount	Code	YTD Amount	Current Totals
<b>PLWages 4</b>	20.00	1.000000	20.00	PLWages 4	20.00	
Wages 4	20.00	2.000000	40.00	Wages 4	4,917.95	Earnings 60.00
						Deductions 0.00
Taxes	Current Amount	Deductions	Current Amount			Taxes 3.16
FIT	0.00					
SWT-IL	3.16					Net Pay 56.84

PL Balance: 2.50

PL balance appears towards the bottom of the table.

**Note:** At launch, PL balance will show the accrued hours only if PL has been used. If the PSW does not use PL, the balance section on the pay stub will appear as 0 even if they have PL available. This will be rectified within two months of the PL launch. PSWs can view their PL totals in ACES\$ Online.

**aces\$**  
FINANCIAL MANAGEMENT SERVICES

PNC Bank, N.A. 030

FEA for 1142 Sanderson Avenue  
Scranton, PA 18509  
\*\*\*Sixty and 60/100 Dollars

PAY TO THE ORDER OF CHIC,

DATE: March 13, 2024  
AMOUNT: \$56.84

Account	Amount
xxxxxxxxx2912	56.84

NON NEGOTIABLE

# How Paid Leave Requests Are Submitted

- A PSW must submit their PL time along with any time worked for the pay period it is being used according to the payroll calendar schedule.
- Paid Leave Requests can be submitted through ACES\$ Online.
- If necessary, a paper PL Request sheet is available. The paper PL Request sheet is printed vertically to help avoid any confusion. It is filled out the same way traditional paper timesheets are.

# How PSWs Enter PL Requests in ACES\$ Online



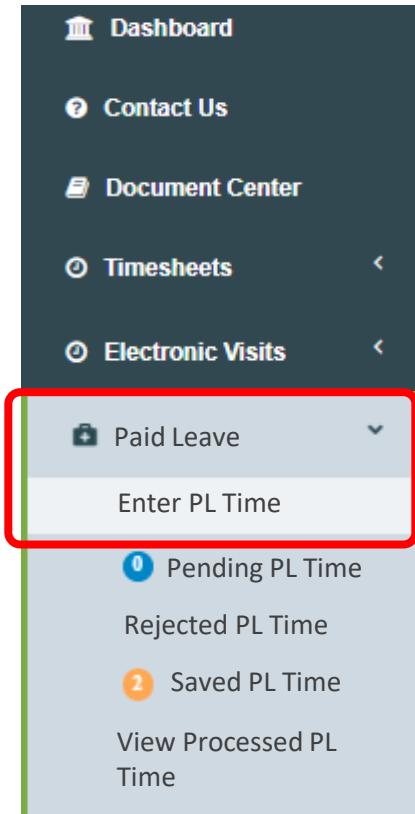
# Log into ACES\$ Online

1. Go to ACES\$ Online: [login.mycil.org](https://login.mycil.org)
2. Enter your **email address and password**.
3. Click **Login**.

The screenshot shows the login interface for ACES\$ Online. A red rectangular border highlights the primary login area, which contains three elements: a text input field labeled "Email Address", a text input field labeled "Password", and a prominent green button labeled "Login". Below this highlighted area, there is a purple link for "Forgot Password?". At the bottom of the page, there are four light green buttons with icons and text: "Register for an Account" (with a checkmark icon), "Document Center" (with a document icon), "Contact Us" (with a phone icon), and "Find a Caregiver" (with a list icon).



# Enter PL Time (PSWs)







4. Click **Paid Leave** in the left navigation menu.
5. Then click **Enter PL Time**.
6. Type the **Consumer Name, Month,** and **Year,** or select it from the drop down by clicking the downward arrow.



A screenshot of a web form titled 'Edit PL Entries'. The form contains four dropdown menus: 'Member' (MAVIS MEMBER - V123), 'Attendant' (ANNA ATTENDANT), 'Year' (2024), and 'Pay Period' (4/1/2024 - 4/15/2024). A red rectangular box highlights the entire form area.

# Enter PL Time (PSWs) Continued

7. Click the **Green**  box for each PL entry needed.
8. Enter **Date of Service, Clock in, Clock Out Date, and Clock Out Time.**
9. Click **Save.** 

Date Of Service	Clock In	Clock Out Date	Clock Out	Optional Note	Service Type	Status	Duration
04/01/2024  (Mon)	07  00  AM 	04/01/2024  (Mon)	10  00  AM 			PAID LEAVE 	00min



# Enter PL Time (PSWs) Continued

10. Once all PL entries have been entered, check the **Attestation of Truth box**.
11. Click the **Submit** button to send the PL shifts to your Employer for review.



I, ANNA ATTENDANT, certify that I provided a service or item on the date(s) listed above. I have confirmed with my Employer, and we are both in agreement for the stated hours above. I understand that payment for this service or item will be from Federal and State funds, and that any false claims, statements, documents, or concealment of material facts may be prosecuted under applicable Federal and State Laws.

Submit

# How Employers Approve Pending PL Requests in ACES\$ Online

# Log into ACES\$ Online

1. Go to ACES\$ Online: [login.mycil.org](https://login.mycil.org)
2. Enter your **email address and password**.
3. Click **Login**.

The screenshot shows the login interface for ACES\$ Online. A red rectangular border highlights the primary login area, which contains three elements: a text input field labeled "Email Address", a text input field labeled "Password", and a prominent green button labeled "Login". Below this highlighted area, there is a purple link for "Forgot Password?". At the bottom of the page, there are four light green buttons with icons and text: "Register for an Account" (with a checkmark icon), "Document Center" (with a document icon), "Contact Us" (with a phone icon), and "Find a Caregiver" (with a list icon).

# Review Pending PL Time (Employers)

4. Click **Paid Leave** in the left navigation menu.
5. Then click **Pending PL Time**.
6. Click **View** for the Pay Period and Employee.

Dashboard  
Contact Us  
Document Center  
Timesheets  
Electronic Visits  
**Paid Leave**  
Pending PL Time  
View Processed PL Time

Filters & Search

PL Entries

Show 10 entries Search:

Select PL	Consumer ID	Consumer Name	Pay Period	PSW Name	Status
<b>View</b>	V123	MAVIS MEMBER	4/1/2024 – 4/15/2024	ANNA ATTENDANT	PENDING

Showing 1 to 1 of 1 entries

Previous 1 Next

- Review the PL details and then check the **Attestation of Truth** box.
- Select **Approve** to send to ACES\$ for final processing. This cannot be undone. Select **Reject** to allow the PSW to make changes. Employers must enter a reason such as “you worked these hours.”

PL Details
^

Member: MAVIS MEMBER      Pay Period: 4/1/24 – 4/15/24  
 Attendant: ANNA ATTENDANT

Date Of Service	Clock In	Clock Out Date	Clock Out	Optional Note	Service Type	Status	Duration
2024-04-01 (Mon)	07:00 AM	2024-04-01 (Mon)	10:00 AM	<a href="#" style="background-color: #76b82a; color: white; padding: 2px 5px; border-radius: 3px;">View</a>	PAID LEAVE ▾	PENDING	3 hr 00 min

I, MAVIS EMPLOYER hereby certify that I received a service or item on the date(s) listed above. I have confirmed with my Attendant, ANNA ATTENDANT, and we are both in agreement for the stated hours above. I understand that payment for this service or item will be from Federal and State funds, and that any false claims, statements, documents or concealment of material facts may be prosecuted under applicable Federal and State Laws.

[Approve](#)

[Reject](#)

[Print](#)



# How to Submit Paper Paid Leave Requests (PLR)

Consumer Name: MAVIS MEMBER PSW Name: ANNA ATTENDANT

Consumer Number:     PSW 5 Last Digits of SSN:

Pay Period:  1<sup>st</sup> (1-15<sup>th</sup>)  2<sup>nd</sup> (16-31<sup>st</sup>) Month:   Year: 20

*When Faxing Paid Leave Request, Please Do Not Include a Coversheet.*

Day of Month	Time-In		Time-Out		Total Hours	
	HH	MM	HH	MM	HH	MM
01	1	0	1	5	2	00
02	1	1	4	15	5	25
					7	25
<b>Total Hours</b>						

 4/16/24  
 Employer/Consumer Signature Date

 4/16/24  
 Personal Service Worker Signature Date

# Frequently Asked Questions

# Does Paid Leave Expire?

- No. PL rolls over each fiscal year but it's important to remember that a PSW can **only accrue 40 hours max at any time**.
- 40 hours is the max that can be **used**, and the max that can be **accrued** per fiscal year (July – June).

# If my employment ends, is PL paid out?

- PL is not paid out in a lump sum when employment ends.
- All PL must be submitted for the pay period it is being used according to the payroll calendar due dates.

# Does PL Time Count Towards Overtime?

No. PL is not time worked. It is not included in or towards overtime payments.

For example:

- An employee submitted 48 hours, but 10 of those used were for Paid Leave.
- This means the employee only ***worked*** 38 hours and does not earn overtime.

# Is a Separate Service Authorization Needed for Paid Leave?

No.

PL does not come out of the Consumer's budget.

It comes out of the state's budget.



# Is Paid Leave Taxable Income?

Yes. Paid Leave is taxable income.

The difficulty of care exemption does not apply to Paid Leave. Paid Leave is taxable for federal and state income taxes.

For FICA, FUTA, and SUTA taxes, the exemptions the PSW has in place through the W-4 and the IL-4 will apply the same way that they do with wages for regular hours.



# Will I keep my PL hours if my Consumer switches Employers?

No. PL hours are tied to the Employee and the Employer.

If the Employer changes, the previously accrued PL under the previous Employer is no longer valid.

# Does the Employee have to use all the PL at once?

No.

PL can be used in a minimum of one (1) hour increments.

As a reminder, the maximum PL that can be taken over the course of a fiscal year is 40 hours.

# PL Key Points

- PSWs are able to start using their accrued Paid Leave after 90 days of employment.
- PSWs accrue **one** (1) hour of Paid Leave for every 40 hours worked for the remainder of the fiscal year. They begin accruing leave on their first day of work.
- A maximum of 40 hours can be **accrued**, and a maximum of 40 hours can be used in a fiscal year.
  - ✓ The fiscal year is always July 1<sup>st</sup> – June 30<sup>th</sup> .
- All PL must be submitted for the pay period it is being used according to the payroll calendar due dates.
- PL is paid out at the PSW's current pay rate.

# Questions?



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# Thank You!

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