Sick Pay – Accent

Employees working in the Participant Directed Program (PDP) and having Accent acting as their Employer of Record may be eligible for Paid Sick Time (PST), based on their length of employment. Sick time begins accruing from the employee's hire date, at a rate of one (1) hour for every forty (40) hours worked. However, accrued PST cannot be used until the employee has completed ninety (90) days of employment.

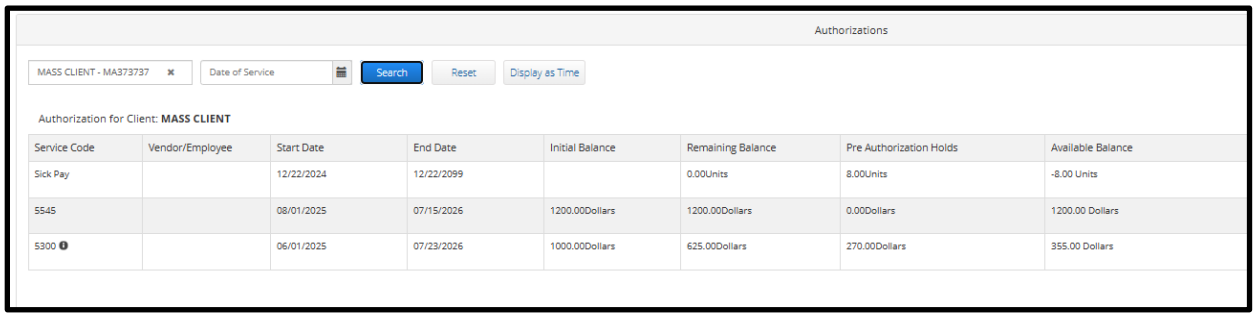
There is no cap on the total amount of PST that can be accrued. Employees may carry over up to forty (40) hours of unused PST into the following calendar year. Any PST accrued beyond the allowable rollover limit will be paid out in January at the program's defined pay rate.

Exceptions to the standard usage policy may be considered on a case-by-case basis, in collaboration with MA DDS and Accent.

Employees may use accrued Paid Sick Time (PST) for the following purposes:

1. **Personal or Family Care**: To care for your own health needs or those of a family member.
2. **Safety-Related Situations**: If you or a family member is a victim of sexual assault, domestic violence, or stalking.
3. **Public Health Closures**: When our business or your child's school/place of care is closed due to a public health order.

Employers are now able to view sick time as a part of the participant's budget on their Dashboard in DCI. To view this information simply log into the DCI web page and scroll down to the Authorizations section on the Dashboard. Enter the participant's name into the Client Name field and click search.

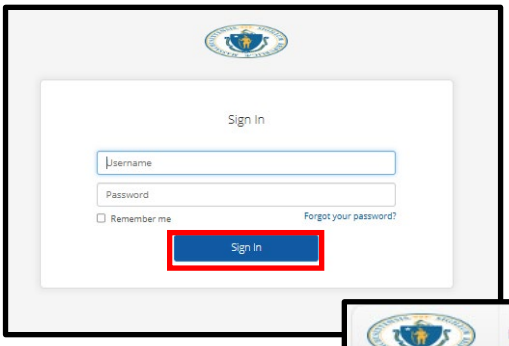


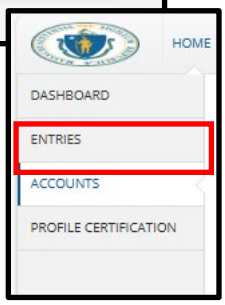
As a note: Billing for sick pay is included in the employer's taxes and will not be separately billed against the participant's budget. This service line allows DDS and Acumen to track accrued sick time and allows the employee to punch sick time into DCI.

If you have any additional questions, please reach out to your Acumen agent, Jabetsky Edouard, at Jabetsky.edouard@acumen2.net or 617-221-6993.

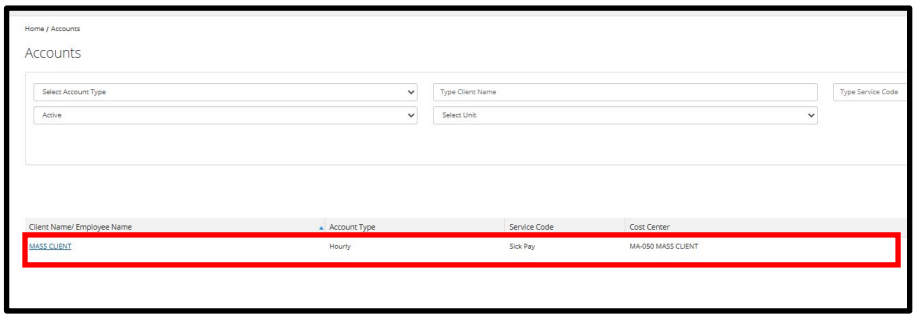
Employees viewing accrued sick time:

1. Login to the web portal (https://acumen.dcisoftware.com/) using your DCI credentials.
2. Click the Accounts tab.

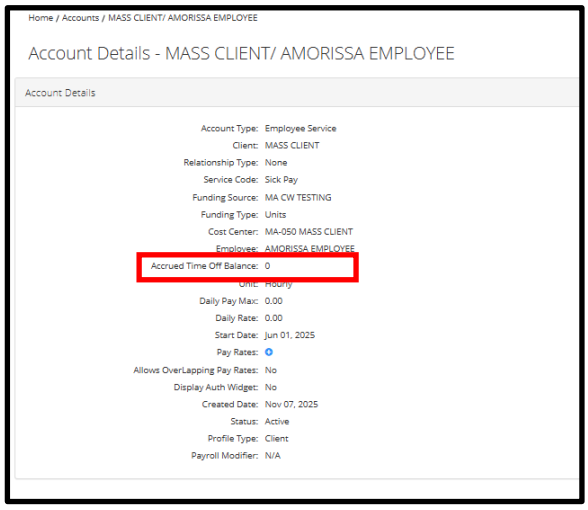




3. Click anywhere in the white space on the sick pay account.

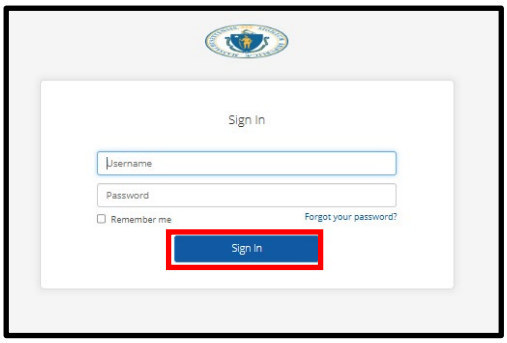


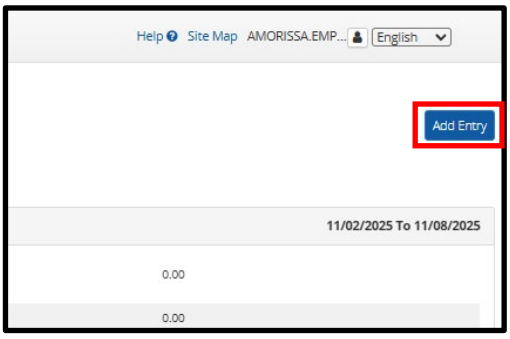
4. View your Accrued Time Off Balance.



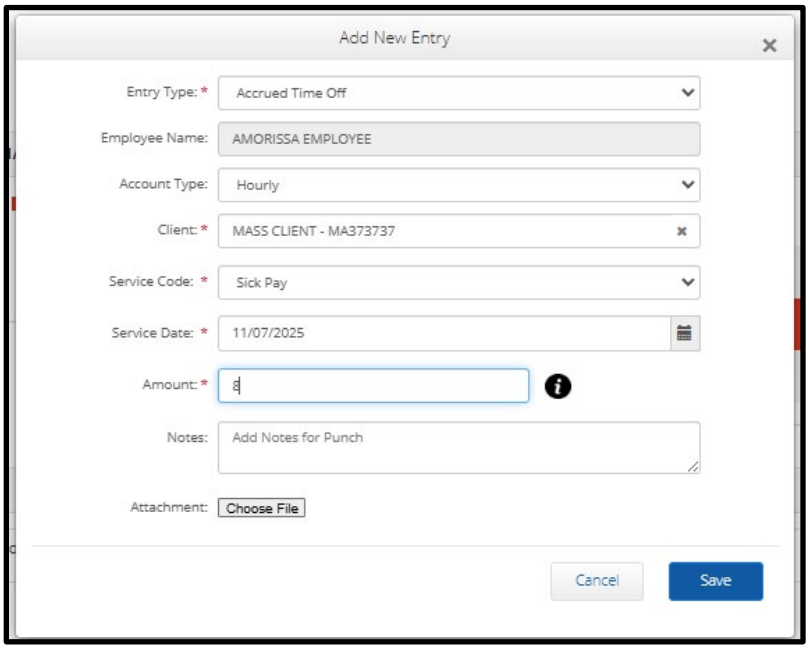
Submitting sick time in DCI:

1. Login to the web portal (https://acumen.dcisoftware.com/) using your DCI credentials.
2. Click the blue Add Entry button.





3. Complete the entry as shown below:
    a. **Entry Type:** Accrued Time Off
    b. **Account Type:** Hourly
    c. **Client:** Participant's Name
    d. **Service Code:** Sick Pay
    e. **Amount:** Number of hours of sick pay
4. Click Submit
5. Your sick time will show as pending until your employer approves the punch.



Approving sick time:

1. Click on the Employer tab on the main menu.
2. Select Pending Entries on the submenu.
    a. Any punch that requires approval is listed here.
3. Review the entry and Approve or Reject.