

Paid Leave Training



We can be independent when we do it together.

What Is Paid Leave (PL)?



Paid Leave (PL)

The State of Illinois
approved the
Paid Leave Program
for Personal Support Workers (PSWs)
beginning January 1, 2024.





Paid Leave (PL)

- All Illinois PSWs are eligible to be paid for **40 hours** of personal time per fiscal year (after 90 days of employment).
- All PL **requires Employer approval** before it can be processed by ACES\$.

Accruals and Maximums

- PSWs accrue **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–June 30.
- A PSW **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 **anytime after** the initial 90 days of employment.





PL can be used...

- By PSWs for any reason.
(sick, appointment, vacation, etc.)
- Without providing a reason to the Employer.
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.

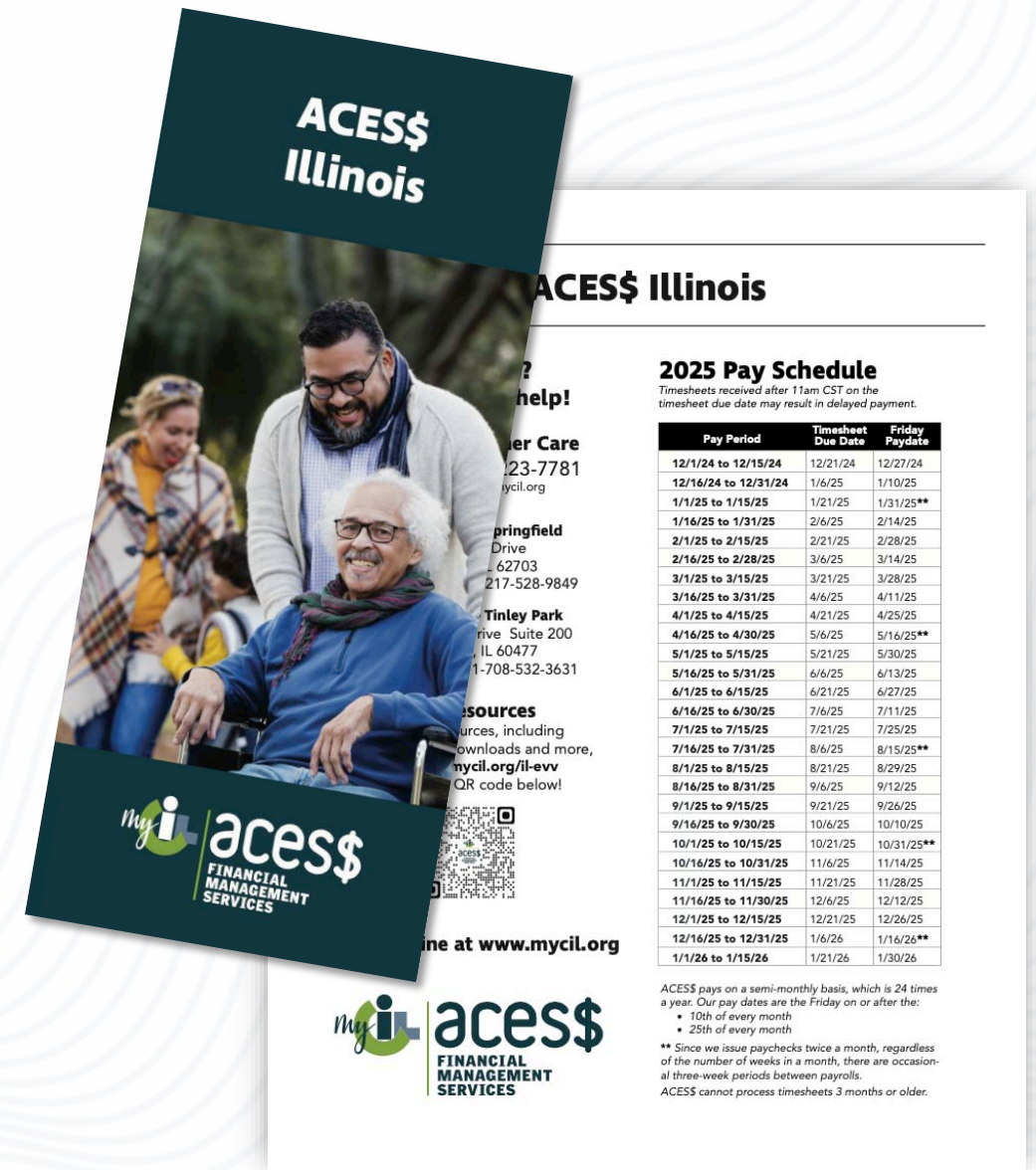
Submitting PL Requests Timeframes

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

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

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.



The image shows a brochure for ACES\$ Illinois Financial Management Services. The top section features the ACES\$ Illinois logo and a photo of a man and a woman. Below the photo is the text "My i access\$ FINANCIAL MANAGEMENT SERVICES". The middle section is titled "2025 Pay Schedule" and includes a table of pay periods, timesheet due dates, and Friday paydates. The bottom section contains contact information for Consumer Care and a QR code.

ACES\$ Illinois

2025 Pay Schedule
Timesheets received after 11am CST on the timesheet due date may result in delayed payment.

Pay Period	Timesheet Due Date	Friday Paydate
12/1/24 to 12/15/24	12/21/24	12/27/24
12/16/24 to 12/31/24	1/6/25	1/10/25
1/1/25 to 1/15/25	1/21/25	1/31/25**
1/16/25 to 1/31/25	2/6/25	2/14/25
2/1/25 to 2/15/25	2/21/25	2/28/25
2/16/25 to 2/28/25	3/6/25	3/14/25
3/1/25 to 3/15/25	3/21/25	3/28/25
3/16/25 to 3/31/25	4/6/25	4/11/25
4/1/25 to 4/15/25	4/21/25	4/25/25
4/16/25 to 4/30/25	5/6/25	5/16/25**
5/1/25 to 5/15/25	5/21/25	5/30/25
5/16/25 to 5/31/25	6/6/25	6/13/25
6/1/25 to 6/15/25	6/21/25	6/27/25
6/16/25 to 6/30/25	7/6/25	7/11/25
7/1/25 to 7/15/25	7/21/25	7/25/25
7/16/25 to 7/31/25	8/6/25	8/15/25**
8/1/25 to 8/15/25	8/21/25	8/29/25
8/16/25 to 8/31/25	9/6/25	9/12/25
9/1/25 to 9/15/25	9/21/25	9/26/25
9/16/25 to 9/30/25	10/6/25	10/10/25
10/1/25 to 10/15/25	10/21/25	10/31/25**
10/16/25 to 10/31/25	11/6/25	11/14/25
11/1/25 to 11/15/25	11/21/25	11/28/25
11/16/25 to 11/30/25	12/6/25	12/12/25
12/1/25 to 12/15/25	12/21/25	12/26/25
12/16/25 to 12/31/25	1/6/26	1/16/26**
1/1/26 to 1/15/26	1/21/26	1/30/26

ACES\$ pays on a semi-monthly basis, which is 24 times a year. Our pay dates are the Friday on or after the:

- 10th of every month
- 25th of every month

** Since we issue paychecks twice a month, regardless of the number of weeks in a month, there are occasional three-week periods between payrolls.
ACES\$ cannot process timesheets 3 months or older.

Anna's Eligibility Example

Anna has a **start date of February 1, 2025** for Consumer Mavis.

Beginning **May 1, 2025** — 90 days after employment begins — Anna can start using PL.

Anna has accrued 12 hours of PL since she began working on February 1 and can use it as soon as May 1, 2025.

Anna can use these PL hours **any time during the fiscal year on or after May 1**. 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 Examples

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

- 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.
- 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**.
- 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.



Employers and PSWs

How to View PL Balances in ACES\$ Online



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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 appear based on the date it is being viewed.

Visit the Paid Leave section for balances based on specific dates.

Welcome

Username:
Change Password | My Account | Log Out

Text Size: A | A | A

ISSUING of W2

All attendant W2s have been mailed out as of Wednesday, 01/20/2021. Please allow 2 weeks for delivery. If you have not received it by 02/09/2021, you are welcome to contact customer service for assistance. Please note there is a \$5 fee

Attendants

Name	Start	Status	End	In Relative	Relative Type
	2/1/2021	Active		Yes	

Paid Leave Information

Attendant Name	PSL Balance
<Attendant Name>	0.50 HR

Welcome

Username:
EVV User ID:
Change Password | My Account | Log Out

Text Size: A | A | A

ISSUING of W2

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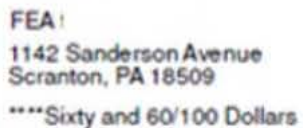
Payroll Information

Client Name	Pay Period	Check Date	Check Amount	Method
	3/25/2021 - 4/7/2021	4/16/2021	\$1,023.91	Direct Deposit
	3/11/2021 - 3/24/2021	4/2/2021	\$1,023.91	Paper
	2/25/2021 - 3/10/2021	4/2/2021	\$1,023.91	Paper
	2/11/2021 - 2/24/2021	4/2/2021	\$1,023.90	Paper

Paid Leave Information

Employer Name	PSL Balance
<Employer Name>	6.75 HR
<Employer Name>	0.00 HR

PSWs



AMOUNT
\$56.84



PSWs Only

ACES\$ Online Pay Stub

- 1. Log in to login.mycil.org (PSWs)
- 2. Click on **Pay Stubs**
- 3. Search for the specific pay stub and click **Search**

Attendant Pay Stub Report

View Paid Leave Entries

View Timesheets

Print Paystub

Employee ID:	<input type="text"/>	Check No.	<input type="text"/>
PSW Name:	<input type="text"/>	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

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

Deduction Code	Current Amount
----------------	----------------

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

PL Balances on Physical Pay Stubs

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

PL balance appears towards the bottom of the table.

[illegible]

PNC Bank, N.A. 030

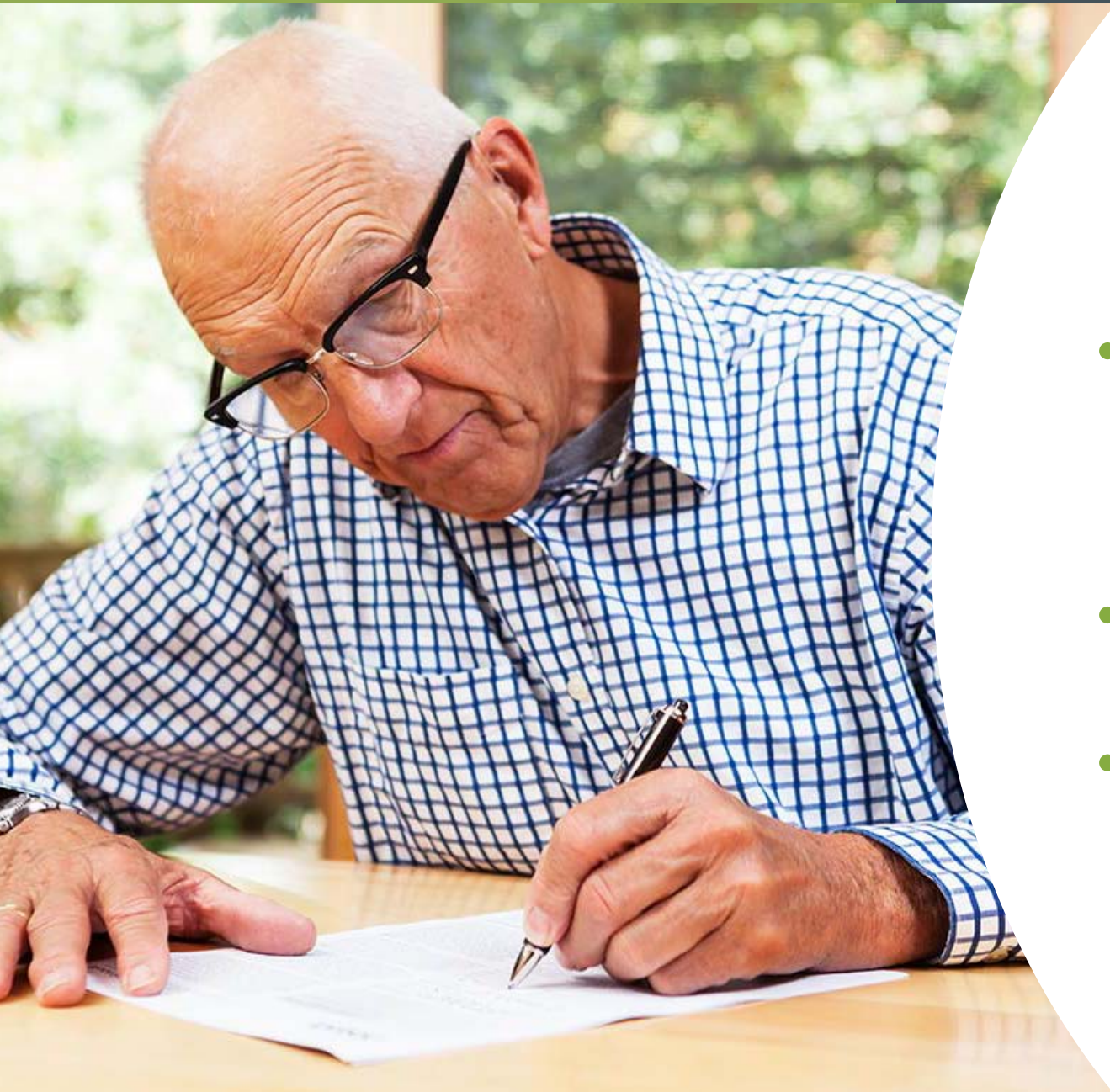
FEA
1142 Sanderson Avenue
Scranton, PA 18509
****Sixty and 60/100 Dollars
PAY
TO THE
ORDER
OF

DATE
March 13, 2024

AMOUNT
\$56.84

Account	Amount
XXXXXXXXXXXXXXX	56.84

NON NEGOTIABLE



Submitting PL Requests

- 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



Welcome to
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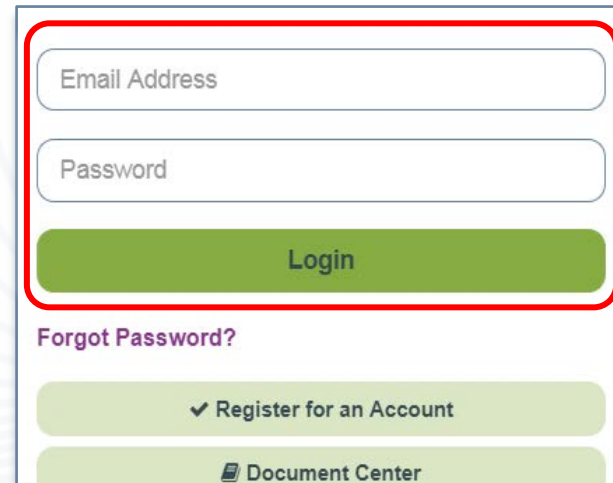
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Log into ACES\$ Online

1. Go to ACES\$ Online: login.mycil.org
2. Enter your **email address** and **password**
3. Click **Login**
4. Click **Paid Leave**



Email Address

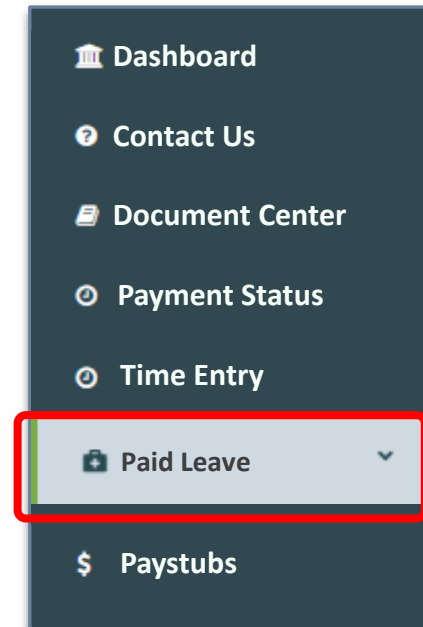
Password

Login

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Enter/Edit Paid PL (PSWs)

4. Select the **Consumer Name** (if more than one), **Year**, and **Specific Pay Period**
5. Click **Search**

Filters & Search

Enter Paid Leave Criteria:

Consumer:

Personal Support Worker:

Year:

Pay Period:

Search

Enter/Edit PL (PSWs)

Review **Available** and **Used PL balances**.

- Paid Leave balances are available for all roles and updates based on the selected Pay Period.
- The fiscal year is July 1–June 30

6. Click the **+ Add Paid Leave** box or click **Edit** to edit an existing PL request.

The screenshot displays the interface for entering or editing Paid Leave (PSW) requests. A red box highlights the 'Pay Period' dropdown menu, which is set to '7/16/2025 - 7/31/2025', and a green 'Search' button below it. A large blue arrow points from the 'Search' button down to the '+ Add Paid Leave' button. Below the arrow is a dark blue 'Paid Leave Entries' section with an upward arrow icon. At the bottom, another red box highlights the summary: 'Available Paid Leave Hours: 4' and 'Used Paid Leave Hours: 0'.

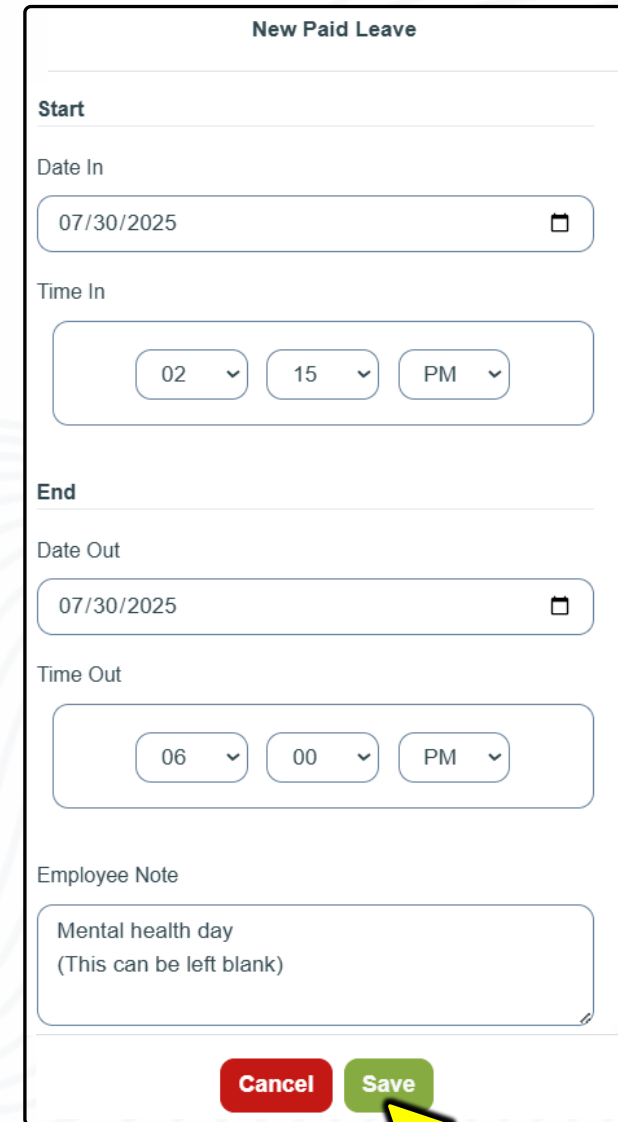
Enter/Edit PL (PSWs)

7. Enter / Edit the Paid Leave:

- Date and Time **in**
- Date and Time **out**
- Enter a **Note** (Optional)

8. Click **Save**

Repeat for each Paid Leave Entry needed.



The screenshot shows a web form titled "New Paid Leave". It contains the following fields:

- Start**
 - Date In: 07/30/2025 (with a calendar icon)
 - Time In: 02:15 PM (with dropdown arrows)
- End**
 - Date Out: 07/30/2025 (with a calendar icon)
 - Time Out: 06:00 PM (with dropdown arrows)
- Employee Note**: A text area containing "Mental health day (This can be left blank)".
- Buttons**: "Cancel" (red) and "Save" (green). A yellow arrow points to the "Save" button.

Edit PL (PSWs) Mobile View


On a mobile device, tap a Paid Leave request to reveal the **Edit** button


As needed, edit the




- Date and Time **in**
- Date and Time **out**
- **Note** (Optional)

8. Click **Save**

Repeat for each Paid Leave Entry needed.

Paid Leave Entries 

Sort By: **Date In (Ascending)** 

Draft		Paid Leave
IN	07/30/2025 (Wed) 2:15 PM	
OUT	07/30/2025 (Wed) 6:00 PM	
		3.75hr 
Check Date		
Employee Note	Mental Health Day (This can be left blank)	
Employer Rejection Reason		
Pay Period	7/16/2025 - 7/31/2025	
	Edit 	Delete

Submit All PL (PSWs)

Desktop View

9. When all PL requests have been entered/edited, click **Submit All**

Action Buttons	Status	Date In	Time In	Date Out	Time Out	Duration	Service Type	Check Date	Employee Note	Employer Rejection Reason
<div>Edit</div> <div>Delete</div>	Draft	07/30/2025 (Wed)	2:15 PM	07/30/2025 (Wed)	6:00 PM	3.75 hrs	Paid Leave		Mental Health Day (This can be left blank)	

+ Add Paid Leave

Available Paid Leave Hours: 4
Used Paid Leave Hours: 0

Submit All


Print

View Paystub

Submit All PL (PSWs)

Desktop View

10. Review and if accurate, click **Submit All**



Submit All Paid Leave


You are about to submit **3.75** Paid Leave Hours

Paid Leave is subject to final verification. To Submit All, press "Submit All"
To Cancel, press "Cancel"

I understand my employer must approve this time off request. I understand I can only request paid time off if I have time off available to use. I understand this time off request must be submitted with the time for the same pay period. Payment for time off will not come from the consumer's monthly budget. I also understand that providing false information or hiding important facts may lead to legal consequences under State laws.

Cancel

Submit All



Success!

Paid Leave submitted successfully

OK

How Employers Approve Pending PL Requests in ACES\$ Online



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Password

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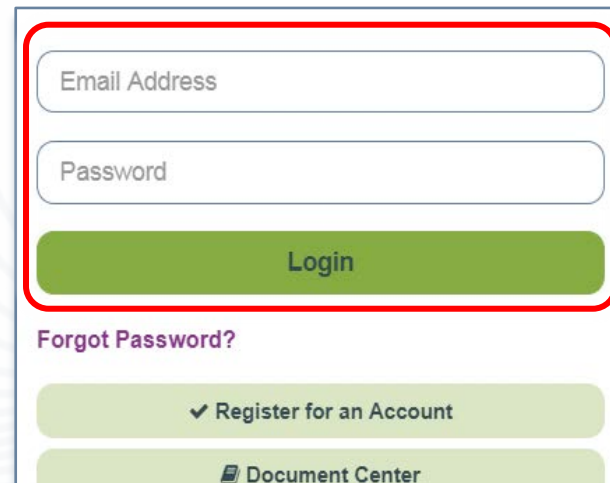
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Log into ACES\$ Online

1. Go to ACES\$ Online: login.mycil.org
2. Enter your **email address** and **password**
3. Click **Login**
4. Click **Paid Leave**



Email Address

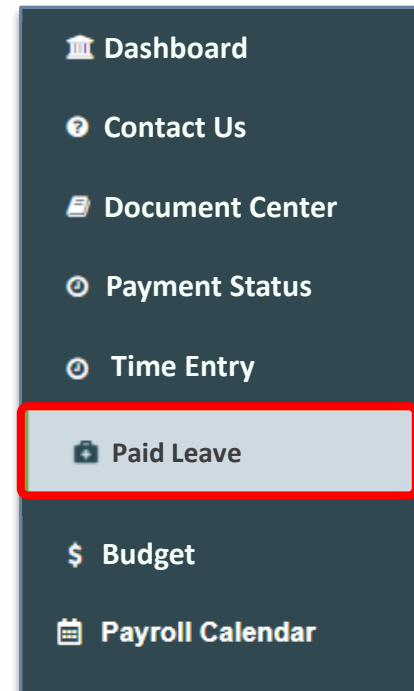
Password

Login

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Review Pending PL Time

5. Select the **Personal Support Worker Name** (if more than one), **Year**, and **Specific Pay Period**
6. Click **Search**

Filters & Search ^

Enter Paid Leave Criteria:

Consumer:

SELECTED INDIVIDUAL - NAME

Personal Support Worker:

SELECTED NAME

Year:

2025

Pay Period:

7/16/2025 - 7/31/2025

Search

Review PL Mobile View

On a mobile device, tap a Paid Leave request to **review** all details.

Repeat for each Paid Leave request needed.

Changes Needed?

Click **Reject All** and enter a reason to allow the PSW to make changes and resubmit.

Sort By: Date In (Ascending) ▾

Pending		Paid Leave	
IN	07/30/2025 (Wed) 2:15 PM		
OUT	07/30/2025 (Wed) 6:00 PM	3.75hr ▾	

Check Date

Employee Note Mental Health Day (This can be left blank)

Employer Rejection Reason

Pay Period 7/16/2025 - 7/31/2025

Available Paid Leave Hours: 4

Used Paid Leave Hours: 0

Approve All

Reject All

Print

Approve All PL

Desktop View

7. Click **Approve All** to submit the Paid Leave requests to ACES\$ for final verification. This cannot be undone.

Status ↑	Date In ↑	Time In	Date Out ↑	Time Out	Duration	Service Type	Check Date	Employee Note	Employer Rejection Reason
Pending	07/30/2025 (Wed)	2:15 PM	07/30/2025 (Wed)	6:00 PM	3.75 hrs	Paid Leave		Mental Health Day (This can be left blank)	

Available Paid Leave Hours: 4

Used Paid Leave Hours: 0


Approve All

Reject All

Print

Approve All PL Desktop View

7. Click **Approve All** to submit the Paid Leave requests to ACES\$ for final verification. This cannot be undone.




Approve All Paid Leave

You are about to approve **3.75** Paid Leave Hours

Paid Leave is subject to final verification. To Approve All, press "Approve All"
To Cancel, press "Cancel"

I, the Employer, hereby certify that I have confirmed with my Personal Support Worker, and we are both in agreement for the stated hours. I understand that payment for this 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.

CancelApprove All



Status ↑	Date In ↑	Time In	Date Out ↑	Time Out	Duration	Service Type	Check Date	Employee Note	Employer Rejection Reason
Pending	07/30/2025 (Wed)	2:15 PM	07/30/2025 (Wed)	6:00 PM	3.75 hrs	Paid Leave		Mental Health Day (This can be left blank)	

How to Submit Paper Paid Leave Requests (PLR)



Consumer Name: Rosalie Laflesche PSW Name: Susette Laflesche

Consumer Number:

M	1	0	0
---	---	---	---

 PSW 5 Last Digits of SSN:

5	4	3	2	1
---	---	---	---	---

Pay Period: ☒ 1st (1-15th) ☐ 2nd (16-31st) Month:

0	4
---	---

 Year: **20**

2	4
---	---

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

Day of Month	Time-In HH:MM	Time-Out HH:MM	Total Hours HH:MM								
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Frequently Asked Questions





Does Paid Leave expire?

No. PL rolls over each fiscal year. 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?

No. 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.

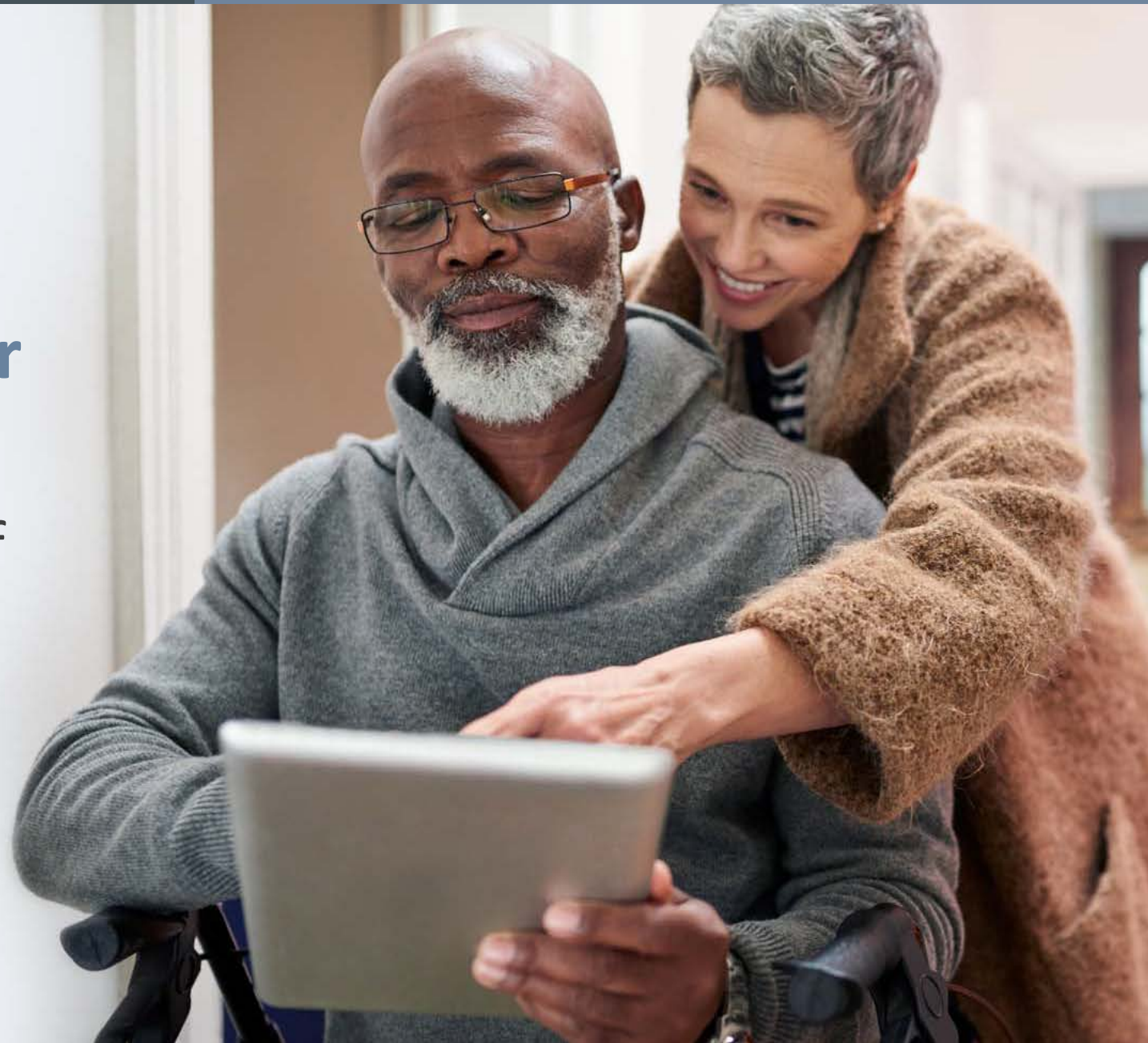
It is not included in or towards overtime payments.

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.

- Taxes may or may not be withheld depending on how the PSW completed their W-4 forms on file with ACES\$.
 - 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.

If a PSW has questions about how Paid Leave will affect their taxes, PSWs should speak with a tax professional.

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

Paid Leave Key Points



- PSWs are able to start using their accrued Paid Leave **after 90 days** of employment.
- PSWs accrue **one 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–June 30.
- All PL must be submitted **for the pay period in which it is used**, according to the payroll calendar due dates.
- PL is paid out at the PSW's **current pay rate**.



Questions?



Thank You!

Providing Consumer-directed FMS Since 1995

