

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Consumer Related

**POLICY NO:** 05-005

**SUBJECT:** Consumer Benefits

**EFFECTIVE DATE:** April 1988

**Policy:**

It is the policy of Cottonwood, Inc. to provide various benefits for consumers being paid by Cottonwood, Inc. Consumers who don't formally attend and who aren't regularly scheduled to work will not receive benefits. Cottonwood, Inc. consumers who receive wages from Cottonwood, Inc. are not considered employees per se but are at Cottonwood, Inc. because they are eligible for services. Cottonwood, Inc. meets all federal and state Wage and Hour requirements and other worker protections under the law. In order for consumers to be eligible for any benefits, an individual must have a commensurate rate of pay.

**Procedures:**

The rate of pay for consumer benefits (holiday, vacation, sick leave) is the consumer's commensurate rate, which is the average hourly productive earnings for the preceding three months.

Consumers, will receive their commensurate rate of pay for holidays, vacations, and sick leave days on which they would normally be scheduled to work, and only for their regularly scheduled number of hours.

**Holidays:**

1. The official holidays observed by Cottonwood, Inc. are:

- New Years Day (January 1st)
- Martin Luther King Jr's Birthday (Third Monday in January)
- Spring Break (Friday before Easter)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving (4th Thursday and Friday in November)
- Christmas Day (December 25th)

2. To receive holiday pay, consumers must be at work or on an excused or approved absence, on the workday immediately preceding and immediately following the day on which the holiday is observed. Exceptions may be made at the discretion of the supervisor.

3. If a holiday falls on a Saturday, it will be observed the day before. If it falls on a Sunday, it will be observed on the day after.

4. Cottonwood, Inc. recognizes that some consumers may wish to observe, as periods of worship or commemoration, certain days, which are not, included in the schedule. Accordingly, a consumer who desires to take time off for such reason shall be permitted to do so, upon giving prior notice to his or her Supervisor.

**Vacation:**

1. After one year, all consumers being paid by Cottonwood, Inc. are eligible for paid vacation based on the consumer's productive hours for the previous 12 months, up to 77 hours a year. Community employed individuals are not eligible for Cottonwood, Inc. vacation benefits unless they are on a work crew paid through Cottonwood, Inc. Career Development time and vacation, sick and holiday pay do not count as productive hours towards the benefit. The vacation benefit does not accumulate, so vacation time must be used prior to the end of each consumer's anniversary year. (Payroll cut-off date of anniversary month)

2. The work supervisor should be informed in advance of the intention to take vacation leave. The work supervisor will determine if the consumer has paid vacation time left and if adequate notice is given before granting paid vacation time. The supervisor will then contact the Case Manager/Residential Coordinator to determine if support issues are a concern.

3. Vacation, sick, unpaid leave and unexcused leave will be documented electronically by the work supervisor.

**Sick Leave:**

1. Individuals being paid by Cottonwood, Inc. will accrue sick leave at the rate of up to ten days a year based on the consumer's productive hours for the previous 12 months. Sick leave may be accumulated up to a total of 210 hours computed from the date of eligibility. No compensation will be paid for absences covered by Worker's Compensation.

2. Unexcused absences are not eligible to be paid as sick leave.

**Worker's Compensation:**

1. Worker's Compensation is provided to offset costs of work-related injuries. It pays medical costs and provides partial income during the time a worker is absent while recovering from the injury. Benefits are provided in accordance with the Kansas Workers Compensation laws.

2. In the event of a work-related accident, the consumer should immediately contact their work supervisor and/or Coordinator. The Supervisor and/or Coordinator will complete a Report of Accident form according to Policy No. 02-011F. All work-related injuries during working hours must be treated at LMH Health Workplace Wellness or after hours at the emergency room at Lawrence Memorial Hospital in order to be covered by Cottonwood, Inc.'s Worker's Compensation.

3. Consumers who have a work-related accident or injury at their community worksite should immediately notify their supervisor and their JobLink consultant and follow the instructions received regarding where to go for medical treatment if needed.