



## Annual Voluntary Earned Time Cash-Out

### November 1 – November 19, 2021

The **Annual Voluntary Earned Time Cash Out** is being offered to all Staff Hourly-Paid (OS) employees who have banked earned time hours following the transition to UTime. It provides you an opportunity to cash out up to the equivalent of 10 days of Earned Time, based on the employee's workweek.

If electing to cash out accrued Earned Time hours, please complete the requested information below.

Submit this signed form on or before November 19, 2021 to the HR Services office reflecting the number of accrued hours to be cashed out for January 14, 2022 payment.

**GENERAL INFORMATION (PLEASE PRINT)**

\_\_\_\_\_  
Name (Last)                      (First)                      (MI)                      USNH ID

\_\_\_\_\_  
Job Title                      Phone Number

\_\_\_\_\_  
Department

**NUMBER OF ACCRUED EARNED TIME HOURS TO CONVERT TO CASH INDICATED BELOW:**

I am electing to cash out \_\_\_\_\_ accrued Earned Time hours.

*\*(Max. allowable up to the equivalent of 10 days earned time based on the employee's workweek. Example; 75 or 80 hours)*

**NOTE:**

- The Earned Time payment is taxable.
- Earned Time cash out payments will be processed in the January 14, 2022 paycheck

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_