



Annual Voluntary Earned Time Cash-Out

The **Annual Voluntary Earned Time Cash Out** is being offered to all Staff Hourly-Paid (OS) employees who have completed their introductory period as of the date of payment (November 22, 2017). It provides you an opportunity to cash out up to the equivalent of 5 days earned time based on the employee's workweek.

- **Submit this signed form on or before October 31st to the HR Operations office reflecting the number of accrued hours to be cashed out for the end of November payment.**

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

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 5 days earned time based on the employee's workweek. Example; 37.5 or 40 hours)*

NOTE:

- Cashing out Earned Time hours **does not** contribute to USNH Policies in Minimum Usage Policy
- The Earned Time payment is taxable.
- An Earned Time balance of at least 24 hours must remain as of October 31, 2017 after the cash out is applied.
- Earned Time cash out payments will be processed for end of November paycheck.

Employee Signature _____ Date _____

Coding Information: HR Office Use Only

Date Received: _____ Reviewed/Approved by: _____

Payout Value =: (Hourly Rate \$ _____ x # of Hours _____ cashed in): \$ _____

Worker's Comp Code _____ BSCMAN/FYI _____ TS Org _____ Transaction # _____