University System of New Hampshire

Voluntary EARNED TIME Cash Out

*This **VOLUNTARY EARNED TIME CASH OUT** option is being offered this fall to **all Operating Staff that have an EARNED TIME balance**. It provides you an opportunity to cash out up to 80 hours of accrued **Earned Time** (maximum payment is equal to ten (10) days).*

The purpose of this form is to document your choice concerning this once a year opportunity.

If electing to cash out accrued Earned Time hours, please

- **Complete the requested information below,**
- **Submit this signed form to your campus HR office between October 21st and November 8th for payment on January 3, 2020.**

For further information, please contact your campus HR Office.

GENERAL INFORMATION (PLEASE PRINT)

_____ Name (Last) (First) (MI)	_____ USNH ID
_____ Job Title	_____ Work Telephone Number
_____ Department/Division	_____ Supervisor

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

I am electing to cash out _____ accrued Earned Time hours. **(Maximum allowable: 80 hours.)**

PLEASE NOTE:

- The Earned Time payment is taxable.
- Earned Time cash out payments will be processed as received for payment on January 3, 2020.

Employee Signature _____ Date _____

Human Resources Signature _____ Date _____

Coding Information: Office Use Only
Date Received: _____ Date Entered for approvals/processing _____

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