



**REQUEST FOR EARNED TIME CASH-IN
Payable in November 2017**

All full-time and part-time benefits eligible employees are allowed to make an **irrevocable election** to cash-in earned time that is accrued in the calendar year if pre-elected during the annual election period of November 1 – December 30 the prior year. Pre-elected cash-ins will be paid in the second paycheck in the month of November, the year following the election. All earned time cash-in elections must meet the following criteria:

1. Only those hours that will accrue during the upcoming calendar year may be elected for cash-in. No payment will be made for hours already accrued as of the last day of the year in which the election is made.
2. Approved cash-ins will be paid at 100% of current base rate at the point of payment. All hours will be paid out at the employee’s status as of November 1, 2017.
3. The minimum amount that may be cashed in is 40 hours for full time employees and 20 hours for part time employees. The maximum amount is 80 hours for full time employees and 40 hours for part time employees. Cash-ins will be paid out in the 2nd regular pay period check in the month of November each year.
4. A full-time employee must maintain a minimum of 80 hours of earned time and a part-time employee must maintain a minimum of 40 hours of earned time after the cash-in is processed. Human Resources will determine eligibility for cash-ins.
5. At the time the earned time cash-in is to be paid, if the employee’s earned time balance would be reduced below the minimum required levels (80 hours for full-time employees and 40 hours for part-time employees), the amount paid will be equal to only those hours above the minimum required hours. This determination will be made based on earned time balances as of the prior pay-date.
6. Earned time cash-ins will be included in regular paychecks and are subject to taxation.

To submit your request, please complete this form in its entirety. Print your form, sign, and return this form to Human Resources no later than December 30th, 2016. Electronic signatures will not be accepted at this time. No forms will be accepted after December 30th, 2016. If you have any questions please call Human Resources at (603) 663-2628.

Employee Name: _____ Employee Number: _____
 Department: _____ Status: Full Time Part-Time
 Number of Hours Requested: _____
Part Time: Min 20hrs; Max 40hrs. Full Time: Min 40hrs; Max 80hrs.

By signing below, you consent to the cash-in of earned time according to the provisions indicated above, and understand that this election is irrevocable.

Employee Signature: _____ Date: / /

Note: If there is any reason your request is denied, you will be notified by Human Resources.

Request Administration: To Be Completed by Human Resources Only

Is request approved for full payment? Yes No Number of hours paid? _____

Human Resources Approval: _____ Date: _____