



# 2023 Voluntary Earned Time Cash-Out Program

## November 15 – December 9, 2022

- The annual Voluntary Earned Time Cash-Out program is being offered to all non-exempt (hourly) employees with a banked Earned Time balance following the transition to UTime.
- The program provides you an opportunity to cash-out up to 80 hours of your banked Earned Time balance.
- If electing to participate, please complete the information below and submit this signed form by December 9, 2022, to the [usnh.talt-reply@usnh.edu](mailto:usnh.talt-reply@usnh.edu) or drop it off at your campus HR office.

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

\_\_\_\_\_  
USNH ID

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Department

I am electing to cash-out \_\_\_\_\_ hours **up to the maximum of 80 hours.**

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

### PLEASE CONSIDER THE FOLLOWING:

- The cash-out program is completely voluntary;
- The cash-out hours will be paid at the hourly rate in effect on December 31, 2022;
- The cash-out payment is paid as supplemental earnings and is not eligible for retirement contribution deductions or match and is subject to taxation;
- The cash-out payments will be included in the January 27, 2023 paycheck.

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

Date \_\_\_\_\_