



# 2024 Voluntary Earned Time Cash-Out Program

## October 30 – November 17, 2023

- 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 November 17, 2023, to the [usnh.talt@usnh.edu](mailto:usnh.talt@usnh.edu) or drop it off at your campus HR office.

_____ Name (Last)	_____ (First)	_____ (MI)	_____ USNH ID
_____ Job Title			_____ Phone Number
_____ Department			_____ Email

I am electing to cash-out \_\_\_\_\_ hours **up to the maximum of 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, 2023;
- 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 26, 2024 paycheck.

**Reminder: Staff covered by a CBA will follow the language within the CBA.**

_____ Employee Name	_____ Date
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