

# EARNED TIME CASH OUT REQUEST

## PROGRAM

Riverside Healthcare provides eligible full and part time employees paid time for time off from the job. While we encourage our employees to take time off from work, we recognize the challenges some employees face with the ability to take time away from work.

The Earned Time Cash out provides employees with an opportunity to cash out a portion of their ET balance one time per year.

## PROCEDURE

To participate in this program employees must complete and submit to Human Resources by **April 14, 2023**.

- Employees may cash out a maximum of **80** hours
- Employees must maintain a balance of **128** hours in their ET bank
- If at the time of the cash out, the employee does not have the minimum hours in their bank (80), they may not be able to cash out any ET bank
- The ET cash out will be issued on the **May 5, 2023** paycheck and all payments will be in compliance with IRS guidelines

***Employees are able to validate their current ET balance by logging into Employee Self-Service and clicking on INFOR WFM ETM. Then click on Vacation at the top of the page and your current ET balance is on the right side of the screen.***

Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_

# of ET Hours requesting to Cash Out \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please submit this form to the HR office or email to [hr@rhc.net](mailto:hr@rhc.net)  
 All submissions must be received by April 14, 2023**

OFFICE USE ONLY

ET HOURS VALIDATED	WFM UPDATED	DETERMINATION COMMUNICATED TO EMPLOYEE