



# MAINE VETERANS' HOMES

*caring for those who served*

October 15, 2018

**To:** Maine Veterans' Homes Employees  
**From:** Ken Hann, Human Resources  
**Re:** 2019 Earned Benefit Time Cash Out and Donations

In 2019, employees will have the opportunity to cash out or donate a maximum of 100 hours according to the following guidelines:

- Employee must be eligible to accrue and use EBT.
- Employee must maintain at least 40 hours on the books after the donation and/or cash out.
- The maximum allowable donation and/or cash out is not to exceed 100 hours.
- You cannot change your EBT donation and/or cash-out declaration after December 28, 2018. If you do not have sufficient hours at EBT pay-out next July (donation) or October (cash out), your amount will be adjusted accordingly.
- Your request must be submitted to Human Resources by Friday, December 28, 2018 (reminders will be sent mid-November and December).

As a reminder, employees are encouraged to properly use and manage their Earned Benefit Time. Although retaining an adequate bank of EBT hours (employees may accrue up to a maximum of 500 hours) is suggested in the event of an unforeseen illness or other emergency, taking time off is important for good health and wellness.

***EBT Donations will be made in July of 2019, and the EBT cash-out will be paid on October 18, 2019. Both will be separate from regular payrolls, and are not subject to the Maine Public Employees Retirement System deduction. EBT is not accrued on the EBT donation or the EBT cash out.***

### ***2019 Earned Benefit Time Cash Out***

Employee Name: \_\_\_\_\_ Number of EBT Hours to be Cashed Out \_\_\_\_\_

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

### ***2019 Donation of Earned Benefit Time***

Employees are able to donate EBT to the Resident Activities Fund at the Home of their choice, or the Augusta Capital Campaign to support building a new Augusta Home.

Employee Name: \_\_\_\_\_ Number of EBT Hours to be Donated \_\_\_\_\_

Please forward my donation to the Resident Activities Fund at the \_\_\_\_\_ Home.

Please forward my donation to the Augusta Capital Campaign.

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

**MUST BE SUBMITTED TO HUMAN RESOURCES BY December 28, 2018**

*HR Managers will verify the request meets the eligibility guidelines.*

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_