

Purpose: To provide an option to Ebenezer full-time and part-time employees to cash out accrued PPL once per calendar year.

Eligibility: After one year of service, Ebenezer full-time and part-time non-exempt (hourly) employees are eligible to cash out up to 50% of accrued PPL up to a maximum of 80 hours. After two (2) years of service, exempt (salaried) employees are eligible to cash out up to 25% of accrued PPL up to a maximum of 40 hours.

Guidelines: The option to cash out PPL is available to Ebenezer full-time and part-time employees only once per calendar year. Requests must be made in writing and submitted to the Human Resources Department or Housing Manager. Cash out payments are included in the employee's regular paycheck.

Employee Please Complete:

Today's Date: _____

Name: _____ Department: _____

Current PPL Balance: _____ hours

I wish to cash out _____ hours of my PPL.

Employee Signature

Human Resources or Housing Manager Complete:

Has this employee cashed out PPL in the current calendar year? ____yes ____no

Approved by: _____ Date: _____

--Forward completed form to Payroll--