



# Main Line Health

## MLH EMPLOYEES 2010 BASIC LEAVE CASH IN

It's decision time – you now have the opportunity to “cash in” some of your Basic Leave bank.

**You must make your election(s) for the 2010 Basic Leave Cash In by December 30, 2009.**

Due to IRS regulations this is your **only** opportunity to **elect** to cash in basic leave time for 2010.

Once the election period has ended, your elections are final and cannot be changed. To find out what your annual accrual is for the year 2010 please go to the Main Line Health Intranet and click on [Policies and Procedures/Human Resources/Earned Leave Policy](#).

Starting in 2010 all Basic Leave Cash in checks will be direct deposited to the same account as your regular pay check unless you elect to receive a paper check mailed to your home. You can elect the paper check option when you make your cash in election by marking the appropriate check box on the election page.

There will be two cash in periods during 2010 – one on April 30, 2010 and one on October 29, 2010. Your balance as of the prior paycheck will be used to determine your available balance (April 23, 2010 and October 22, 2010).

Please remember that the Basic Leave Cash In policy was changed in 2008 so that the payout amount equals 75% of the total value of the hours you elected to have paid out.

You will be able to make your elections directly in PeopleSoft using MLH Self Service. You will use your USERID and Password to access PeopleSoft, then go to Self Service, click on Benefits, then select Basic Leave Cash In Elections. **Because MLH Self Service is accessible from the Internet and secured by the MLH network, you can now make your elections from home as well. The deadline for submitting your elections is December 30, 2009.**



- Full-time employees may cash-in up to 60 hours during each cash-in, as long as a balance of 40 hours remains.
- Part-time employees may cash-in up to 60 hours during each cash-in, as long as a minimum of one times weekly authorized hours remain in the bank.

**If you have any questions concerning your Basic Leave Cash In elections, please contact your payroll analyst directly.**

### **Basic Leave Carryover Reminder**

This is a reminder as you plan time off for the rest of 2009 – any Basic Leave hours over one times your accrual as of December 26, 2009 (paycheck dated December 31, 2009) will be deleted from your bank. The maximum amount of Basic Leave you can carry over from one calendar year to the next is one times your annual accrual.

For example, if your annual accrual is 240 hours and your balance on December 26, 2009 is 275 hours, 35 hours will be deleted from your bank. To help you plan and manage your time, your current balance is available through MLH Self Service.