



HAWAII LABORERS TRUST FUNDS

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HAWAII LABORERS' VACATION & HOLIDAY FUND ADVANCE PAYMENT RULES

Section 12. ADVANCE PAYMENT of the Hawaii Laborers' Vacation & Holiday Rules and Regulations allows you to apply for an advance payment of your vacation benefits once each calendar year for the following reasons:

Reason	Required Supporting Documents
Disability	<ul style="list-style-type: none"> ▪ Properly completed, signed Advance Payment Application ▪ Documents supporting disability <p>Disability to be determined solely by the Trustees</p>
Medical Emergency *	<ul style="list-style-type: none"> ▪ Properly completed, signed Advance Payment Application ▪ Copy of medical bill(s) <p>Applicable to participant or immediate family member (spouse, parents, children/stepchildren, adopted children).</p>
Death of Employee or Immediate Family Member	<ul style="list-style-type: none"> ▪ Properly completed, signed Advance Payment Application ▪ Copy of death certificate or obituary <p>Applicable to participant or immediate family member (spouse, parents, children/stepchildren, adopted children).</p>
Home rental or mortgage payment *	<ul style="list-style-type: none"> ▪ Properly completed, signed Advance Payment Application ▪ Copy of your rental agreement ▪ Copy of your mortgage statement <p>Payment will be made directly to the landlord listed on the rental agreement or the mortgage company.</p>
Reduced Work Hours	<ul style="list-style-type: none"> ▪ Properly completed, signed Reduce Work Hours Advance Payment Application ▪ Work hours must be less than 20 hours per week at the time the application is received. <p>Application must be signed by your employer or union representative.</p>

If an advance payment is made, such advance payment shall not include a pro-rata share of earnings because the determination of pro-rata share of earnings is not made until the end of the earning year.

*The amount of the advance payment check shall be limited to the amount required to grant relief for the hardship.

Applications for advance payment must be submitted in writing by September 30th by you or your authorized representative, accompanied by appropriate supporting documents. Any applications for advance payment received after September 30th shall be processed as an annual distribution with a December distribution date.

Please contact the Vacation Department at (808) 441-8640 or toll free at (888) 520-8078 if you have any questions.