



FAQ'S ABOUT MY HAWAII LABORER VACATION BENEFITS

1. **WHAT IS THE VACATION CONTRIBUTION PERIOD?**

September - August, with the payout on December 1st of each year.

For example:

If your employer made contributions for your vacation benefits from the month of September 2015 through the month of August 2016 and the total amount of contributions made during this period was \$1,500, you can expect to get a check for \$1,500 in December 2016.

2. **WHEN IS MY VACATION MONIES DISTRIBUTED?**

Vacation checks are distributed on December 1st of each year.

3. **WHAT DO I NEED TO DO TO OBTAIN MY VACATION CHECK?**

Every September, you will receive a Vacation Application Form from the Trust Fund Office. On this application, you will need to specify where you would like your vacation check to be sent. If you do not submit this form back to the Trust Fund Office, your vacation check may be processed, but NOT mailed. Therefore, come December 1st, you would need to pick up your check at the Trust Fund office in person or submit your vacation application form with the address that you would like us to mail it to.

4. **CAN I RECEIVE MY VACATION BENEFITS BEFORE DECEMBER 1ST?**

You may apply for an advance payment of your vacation and holiday benefit **once per calendar year** from January 1st through September 30th for the following hardship reasons:

1. Disability (to be determined solely by the Board of Trustees)
2. Medical Emergency (applicable to participant or immediate family member)
3. Death of Employee or immediate family member.
4. Home rental or mortgage payment.
5. Reduced work hours (less than 20 hours per week at the time application is received)

Advance payments will be processed once all required documentation is received. Please contact the Vacation Department for more information on the advance payment process.

5. **WHAT IF I NOTICE A DISCREPANCY IN MY VACATION PAYOUT?**

A Vacation Discrepancy Form will be included with your annual vacation benefit check. This form will need to be completed and submitted along with documents to support your claim and sent to the Trust Fund Office (Attention: Audit Department). Our office will then investigate and research your claim and you will be notified of our findings.

6. **OTHER IMPORTANT INFORMATION?**

If you change your address, be sure to update the Trust Fund Office to insure that your vacation application and benefits go to the correct address.

7. **WHO DO I CONTACT FOR ADDITIONAL INFORMATION ABOUT MY VACATION BENEFITS?**

TRUST FUND OFFICE – Vacation Department
PH#: 808-441-8640
TOLL FREE PH#: 888-520-8078