



# HAWAII LABORERS TRUST FUNDS

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## HAWAII LABORERS' VACATION & HOLIDAY FUND EARLY PAYMENT RULES (Updated August 23, 2023)

Section 12. Early payment of the Hawaii Laborers' Vacation & Holiday Rules and Regulations allows you to apply for an early payment of your vacation benefits **two times per calendar year** any time throughout the calendar year for the following reasons and shall be accompanied by appropriate supporting documents:

Reason	Required Supporting Documents
Totally disabled and unable to perform covered work.	<ul style="list-style-type: none"> <li>▪ Properly completed, signed Early Payment Application</li> <li>▪ Documents supporting disability.</li> </ul>
Medical Emergency *	<ul style="list-style-type: none"> <li>▪ Properly completed, signed Early Payment Application</li> <li>▪ Copy of medical bill(s)</li> </ul> <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"> <li>▪ Properly completed, signed Early Payment Application</li> <li>▪ Copy of death certificate or obituary</li> </ul> <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"> <li>▪ Properly completed, signed Early Payment Application</li> <li>▪ Copy of your rental agreement</li> <li>▪ Copy of your mortgage statement</li> </ul> <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"> <li>▪ Properly completed, signed Reduced Work Hours Early Payment Application</li> <li>▪ Work hours must be less than 20 hours per week at the time the application is received.</li> </ul> <p>Application must be signed by your employer or a union representative.</p>
Relocating Permanent Residence Outside the State of Hawaii	<ul style="list-style-type: none"> <li>▪ Properly completed, signed Early Payment Application</li> <li>▪ Documents supporting new residence address, e.g., copy of utility bill, property tax bill payment receipt, rental agreement, home purchase agreement, new employer paystub, new union local dues payment receipt, etc.</li> </ul> <p>Application must contain the new mailing address and telephone number.</p>
Declared Emergency or Disaster	<ul style="list-style-type: none"> <li>▪ Properly completed, signed Early Payment Application</li> <li>▪ Must be a declared emergency or disaster by either the State or Federal Government or Board of Trustees</li> <li>▪ Must specify which Emergency/Disaster</li> <li>▪ Documents supporting damages or hardship due to the Emergency/Disaster</li> </ul>

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

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

Applications for early payment must be submitted in writing any time throughout the calendar year, by you or your authorized representative, accompanied by appropriate supporting documents.

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