



## FAQ'S ABOUT MY HAWAII LABORER VACATION BENEFITS

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

September - August, with the payout on December 1<sup>st</sup> of each year.

#### **For example:**

If your employer made contributions for your vacation benefits from the month of September 2008 through the month of August 2009 and the total amount of contributions made during this period was \$1500, you can expect to get a check for \$1500 on December 1, 2009.

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

Vacation checks are distributed on December 1<sup>st</sup> 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 cut, but NOT mailed. Therefore, come December 1<sup>st</sup>, 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 be eligible from the months of January through August under certain circumstances to receive your vacation benefits before December 1<sup>st</sup> of each year if you meet one of the following:

1. Medical Hardship (payment will be mailed to provider)
2. Death – within your immediate family only (spouse, children, or stepchildren)
3. Rental Hardship (payment to be mailed to landlord)
4. Mortgage Hardship (payment will be mailed to mortgage co.)
5. If you have worked or is scheduled to work less than 20 hours per week from the time application is received (contact the Vacation Department to receive application)

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

A Vacation Claim Form will be sent along with your Vacation Benefit Check. Fill in this claim form and submit all necessary documents to support your claim to the Trust Fund Office. 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**