

VACATION FUND PAYOUT PROCEDURE

REGULAR DECEMBER PAYOUT

The Vacation Fund accumulates and records the contributions made on behalf of the laborer on an annual basis running June 1 through May 31 of each year. The laborer's address must be on file at Zenith (blue card completed) in order for the laborer to receive the notice, which is sent out in October. Checks are sent out on December 1.

SPECIAL PAYOUT - OUR MEMBER

1st Payout Request

Member requests paperwork from home local, return it to them by the 25th of the month for a payout check cut on the 5th* of the following month.

This is available January 5th - November 5th.

Special Payout

Member has a hardship or emergency and needs 1st payout sooner than the 5th of the following month. They request paperwork from home local. It is then sent to the LDC for the President to review. Member must call in to talk to the President, but SHOULD NOT call before paperwork has been sent to LDC. The Council needs to research past payouts, laborer's status, etc., and the president must have the paperwork in hand with this information before talking to the member.

Member has a hardship or emergency and is requesting 2nd or 3rd payout. They request paperwork from local. It is sent to the LDC for the President to review. Member must call in to talk to the President, but SHOULD NOT call before paperwork has been sent to LDC. The Council needs to research past payouts, laborer's status, etc. The President must have the paperwork in hand with this information before talking to the member.

This process is available January - October. Per the Vacation Fund Summary Plan Description and Plan Rules, there are NO special payouts in November. Zenith is reconciling the vacation fund account during this time in preparation for the main December payout. (Only extreme emergencies will be considered in December).

NOT OUR MEMBER

Special Payout

Laborer calls LDC to request forms. Completed paperwork received back by the LDC by the 19th of the month will be sent to Zenith for the payout on the 5th of the following month. If received on or after the 20th, it will be held until the next month's submission.

This is available January - October ONLY. Any submissions received after October 20th will be held until the regular Jan. 5th payout. NO EXCEPTIONS.

*If the 5th of the month falls on a weekend, the payout day can vary by several days.

INSTRUCTIONS FOR REQUESTING A SPECIAL PAYOUT FROM YOUR VACATION FUND ACCOUNT

Complete and return the enclosed three documents:

- Minnesota Laborers Vacation Fund Special Payout Request (white sheet).
 - Authorization and Assignment card (yellow card).
 - Welfare and Pension Benefit card (blue card) so your information can be placed in the system at the Laborers Health & Welfare Fund office.
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- Return all completed and signed forms to us in the enclosed envelope by the 19th of the month for a payout on or about the 7th of the following month.
 - There are no payouts in November or December.
 - It can take up to 2 months from your last date of employment for your work hours/vacation money to be credited to your account.
 - Only one payout is allowed per calendar year.
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- Need to know the balance in your Vacation account? Call the Laborers Health & Welfare Fund office at (651) 256-1800.
 - If you have any questions, call the Laborers District Council of MN & ND at (651) 653-9776.