



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

LEAVE CASH-OUT REQUEST ADMINISTRATIVE LEAVE

Only listed units can use this form

- Fire Management Unit • Management • SBC Fire Emergency Services (Sup. Dispatchers) • Supervisory • Supervisory Nurses
- Safety Management/Supervisory • Specialized Peace Officer Supervisory • Supervisory Nurses Management Level

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	Union Code
Pay Group	Department		Requested Pay Period
			Requested Pay Date

ADMINISTRATIVE LEAVE CASH-OUT GUIDELINES

1. Administrative Leave may be cashed out **once** during the calendar year (as defined in applicable MOU).
2. Number of hours elected must be limited to the extent that the hours would have accrued at the applicable rate less any hours used to date.
3. Any Administrative Leave balances remaining at the end of the last pay period in a calendar year will automatically be cashed out at the employee's then current base rate of pay (as allowed per applicable MOU). A cash-out form is not required.

Current Administrative Leave Balance	Actual Hours to Cash Out (must be in whole hour increments)
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PAYMENT OPTIONS

Distribute the hours listed in the "Actual Hours to Cash Out" section above in the following manner:

# of Actual Hours	Hours to 457(b) Deferred Compensation Plan - The value of these hours will be added to your 457(b) Deferred Compensation Plan. A completed Salary Savings 457(b) Deferred Compensation Participation Plan Agreement must be attached to this Request. Both forms must be signed and dated in the month prior to the desired pay date and be sent directly to EBSD-Salary Savings desk. Please note that deferring hours into your 457(b) Plan may qualify as Earnable Compensation and may result in an increased deduction to your normal bi-weekly pension deduction. This may result in a lower than average Net Pay Distribution.		
# of Actual Hours	Hours to Cash Out - The value of these hours will be added to your next on-cycle gross pay. Requests for cash-outs must be received in Central Payroll by the Master Calendar Processing Deadline prior to desired pay date.		
Employee Signature		Telephone	Date
Appointing Authority or Designee Signature (Print & Sign)			Date

PAYROLL SPECIALIST VERIFICATION OF ELIGIBILITY

Monthly Accrual Rate	Monthly Accrual Rate	# of Months Paid in Unit	Available Admin Leave	Hours Used to Date	Hours Eligible to Cash Out
* All Supervisory, Sheriff's Sergeant and DA Sup. Investigator, ESU Sup. Dispatchers = 3.33 * Management Unit and Sheriff's Lieutenant = 6.67 * Supervisory Nurses Management Level = 6.67 * Fire Management Unit = 8.00 or 6.67 as applicable	X	=	-	=	
Payroll Specialist (Print & Sign)		Telephone	Mail Code	Date	

Office Use Only

PP Begin Date	PP End Date	CAE	Verified By/Date	Keyed By/Date	Reviewed By/Date
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DISTRIBUTION: 457(b) - EBSD-HR (0440) - SalarySavings@hr.sbcounty.gov
Cash Payment - Central Payroll (0032)