



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

LEAVE CASH-OUT REQUEST ATTORNEY

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

A Leave Cash-Out Pre-Designation Agreement **must** be on file designating Attorney Leave hours to be cashed out.

Current Attorney 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 Agreement must be attached to this Request. Both forms must be signed and dated in the month <u>prior</u> 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 (P date) <u>prior</u> to desired pay date.

Employee Signature	Telephone	Date
Appointing Authority or Designee Signature (Print & Sign)		Date
Payroll Specialist Review (Print & Sign)	Telephone	Mail Code
Date		

Office Use Only

PP/Wk Begin Date	PP/Wk End Date	CAT	Verified By/Date	Keyed By/Date	Reviewed By/Date
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*DISTRIBUTION: First Review - Department Payroll Specialist
 Final Review - 457(b) - EBSD-HR (0440) - SalarySavings@hr.sbcounty.gov
 - Cash Payment - Central Payroll (0032)*