



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

LEAVE CASH-OUT REQUEST

Safety or Safety Management/Supervisory

Safety

Safety Management/Supervisory

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

CURRENT LEAVE BALANCES		
Safety Unit Annual Leave	Safety Management/Supervisory Unit Vacation Leave	Safety Unit, Safety Management/ Supervisory Unit Compensatory Time

A leave Cash-out Pre-Designation Agreement must be on file designating Annual or Vacation Leave hours to be cashed out.

Actual Hours to Cash Out	Annual Leave	Vacation Leave	Compensatory Time

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 Name (Print & Sign)	Telephone	Mail Code	Date

Office Use Only

PP/Wk Begin Date	PP/Wk End Date	CVE	CCT	Verified By/Date	Keyed By/Date	Reviewed By/Date

DISTRIBUTION: 457(b) - EBSD-HR (0440) - SalarySavings@hr.sbcounty.gov
Cash Payment - Central Payroll (0032)