



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

# LEAVE CASH-OUT REQUEST VACATION & HOLIDAY Fire Management

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>		<b>Union Code</b>
<b>Pay Group</b>	<b>Department</b>		<b>Requested Pay Period</b>	<b>Requested Pay Date</b>
<b><u>Current Leave Balances</u></b>		Vacation	Holiday	

**Option 1** - A Leave Cash-Out Pre-Designation Agreement must be on file designating vacation and/or holiday leave hours to be cashed out.  
**Option 2** - Existing balances may be cashed out without a Pre-Designation Agreement, but will be subject to a ten percent (10%) penalty.

**Option 1 - Without Penalty**  
(must be in whole hour increments)

**Option 2 - With Penalty**  
(penalty hours coded with earn codes AVC and AHL)

	Vacation	Holiday
<b>Actual Hours To Cash Out</b>		

	Vacation	Holiday
<b>Requested Hours To Cash Out</b>		
<b>Penalty Hours (less 10%)</b>		
<b>Actual Hours To Cash Out</b>		

- 40 hours work week**  
Vacation & Holiday = Minimum 8 hours
- or
- 56 hour work week**  
Vacation & Holiday = Minimum 14 hours

I am electing to convert sick to vacation. I have attached the correct Leave Conversion Request for my unit.

### PAYMENT OPTIONS

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

<b># of Actual Hours</b>	<b>Hours to 401(K) Defined Compensation Plan</b> - The value of these hours will be added to your 401(K) Defined Compensation Plan. A completed <b>Salary Savings 401(K) Defined Compensation Plan Participation Agreement</b> 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 401(k) 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.
<b># of Actual Hours</b>	<b>Hours to 457(b) Deferred Compensation Plan</b> - The value of these hours will be added to your 457(b) Deferred Compensation Plan. A completed <b>Salary Savings 457(b) Deferred Compensation Participation Plan Agreement</b> 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.
<b># of Actual Hours</b>	<b>Hours to Cash Out</b> - 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

<b>Employee Signature</b>	<b>Telephone</b>	<b>Date</b>
<b>Appointing Authority or Designee Signature (Print &amp; Sign)</b>		<b>Date</b>
<b>Payroll Specialist Name (Print &amp; Sign)</b>	<b>Telephone</b>	<b>Mail Code</b>
		<b>Date</b>

### Office Use Only

PP/Wk Begin Date	PP/Wk End Date	AVC	CVE	CVN	AHL	CHE	CHN
DISTRIBUTION: 401(k) & 457(b) - EBSD-HR (0440) SalarySavings@hr.sbcounty.gov Cash Payment - Central Payroll (0032)				Verified By/Date	Keyed By/Date	Reviewed By/Date	