



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

LEAVE CASH-OUT PRE-DESIGNATION AGREEMENT FOR CALENDAR YEAR 2024 Exempt and Board-Governed Exempt

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	
Company	Union Code	Department	Telephone

I elect to convert the following number of Vacation, Holiday and/or Paid Time Off Leave hours to cash:

Vacation Leave Hours	Holiday Leave Hours	Paid Time Off
Number of hours designated may not be less than 10 and may not exceed the annual amount to be accrued for the next calendar year (maximum 160 hours).	Number of hours designated may not be less than 8 and may not exceed the annual amount to be accrued for the next calendar year (maximum 120 hours).	Number of hours designated may not be less than 10 and may not exceed the annual amount to be accrued for the next calendar year (maximum 160 hours).

Please note: Combined pre-designation of Vacation/PTO hours cannot exceed the annual accrual.

Do you intend to change your current benefit option (TBO/MBO) next year? Yes No

If "Yes" is selected and you do not change your benefit option during 2024 Open Enrollment, you may only cash-out the pre-designated hours for the leave type (vacation or paid time off) accrued in 2024.

I understand and accept the following conditions regarding my designation:

- I must complete, sign and submit this Agreement no later than **December 29, 2023** in order to cash out the above hours in **calendar year 2024** without incurring a 10% penalty.
- Signing this Pre-Designation Agreement does **not** restrict my ability to use the Vacation, Holiday and/or Paid Time Off Leave I accrue during **calendar year 2024**.
- This designation is *irrevocable*. If I have not submitted a Leave Cash-Out Request form or used the leaves for the total pre-designated hours indicated above by the end of pay period **25/24**, any designated hours remaining after pay period **25/24** processes will be automatically cashed out and will be added to my earnings for pay period **26/24**.
- I understand that if my employment is terminated prior to pay period **26/24**, I must also submit a Leave Cash-Out Request form prior to my separation to have any remaining leave hours requested above count as earnable compensation, if applicable. If I do not complete the Leave Cash-Out Request form prior to separation, remaining leave balances from the above designation will be cashed out along with other applicable leave balances after separation and will not be considered earnable compensation.
- I understand that failure to adhere to these rules can result in adverse tax consequences for all County and/or County Fire/Special Districts employees. **Therefore, I must complete, sign and return this Pre-Designation Agreement to my Payroll Specialist by December 29, 2023. Any forms received after this date will not be honored.**

Employee Signature	Date
Appointing Authority or Designee (Print & Sign - no signature stamps)	Date

Payroll Specialist Verification of Eligibility	Employee currently enrolled in MBO? Yes No		
	Payroll Specialist (Print & Sign - no signature stamps)	Telephone	Mail Code

Office Use Only (Eligibility Verification)

VOE Complete	Signatures	Signature Dates	Reviewed By/ Date
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DISTRIBUTION: 1st Review - Department Payroll Representative

Final Review - Central Payroll (0032)