



LEAVE CASH-OUT PRE-DESIGNATION AGREEMENT FOR CALENDAR YEAR 2025

Vacation and/or Paid Time Off Leave - General Contracted

Must print in Black or Blue ink ONLY

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

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

Minimum Designation 8.00 Hours	Vacation Leave Hours*	Paid Time Off (PTO) Leave Hours**
Maximum Designation (Combined) 60.00 Hours	Number of hours designated may not be less than hours listed and may not exceed the hours listed combined. *For Vacation Pre-designation, at least 80 hours of Vacation/PTO must have been used during the previous year. **For PTO Pre-designation, at least 80 hours of PTO/Vacation must have been used during the previous calendar year to be eligible for this benefit.	

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 2025.

I understand and accept the following conditions regarding my designation:

1. I must complete, sign and submit this Agreement no later than **December 30, 2024** in order to cash out the above hours in **calendar year 2025**.
2. Signing this Pre-Designation Agreement does **not** restrict my ability to use the Paid Time Off leave I accrue during **calendar year 2025**.
3. 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 **25/25**, any hours remaining up to the accruals available after pay period **25/25** processes will be automatically cashed out and will be added to my earnings for pay period **26/25**.
4. I understand that I must meet the eligibility requirements as set forth in my MOU or Compensation Plan in order to be eligible to cash out future accruals of Paid Time Off Hours and/or Vacation Hours.
5. I understand that if my employment is terminated prior to pay period **26/25**, 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.
6. I understand that failure to adhere to these rules can result in adverse tax consequences for all County/County Fire/Special District employees. **Therefore, I must complete, sign, and return this Pre-Designation Agreement to my Payroll Specialist by December 30, 2024. 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

Pay Period	Employee currently enrolled in MBO?						Total Hours Used
	Yes	No	Yes	No	Yes	No	
VAC Hours							
PTO Hours							
Payroll Specialist (Print & Sign - no signature stamps)				Telephone		Mail Code	Date

Office Use Only (Eligibility Verification)

VOE Complete	Signatures	Signature Dates	Reviewed By/ Date
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*DISTRIBUTION: 1st Review - Department Payroll Specialist
Final Review - Central Payroll (0032)*

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.