



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

LEAVE CASH-OUT PRE-DESIGNATION AGREEMENT FOR CALENDAR YEAR 2024 Paid Time Off Leave - MBO Eligible Units

ONLY Union Codes listed below enrolled in MBO with Minimum Designations will be accepted for use with this form.

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 Paid Time Off Leave hours to cash:

Minimum Designation 8.00 Hours <hr/> Maximum Designation 60.00 Hours	Union Codes AOU ESU PRB PRF WAS	Paid Time Off (PTO) Leave Hours Number of hours designated may not be less than 8 hours and may not exceed 60 hours. At least 80 hours of PTO Leave* and/or Covid Bonus Leave must have been used during the previous calendar year to be eligible for this benefit.
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ESU, PRB, PRF units Only - *Or combined 80 hours or more of Vacation/PTO/COVID Bonus leave.

I understand and accept the following conditions regarding my designation:

1. 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**.
2. Signing this Pre-Designation Agreement does **not** restrict my ability to use the Paid Time Off leave I accrue during **calendar year 2024**.
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 **25/24**, any hours remaining up to the accruals available after pay period **25/24** processes will be automatically cashed out and will be added to my earnings for pay period **26/24**.
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.
5. 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.
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 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?				Total Hours Used
					Yes	No			
Pay Period									
PTO Hours									

Payroll Specialist (Print & Sign - no signature stamps)	Telephone	Mail Code	Date
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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)