



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

LEAVE CASH-OUT REQUEST

Board of Supervisors (Board Members Only)

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 | | Vacation | Holiday | Administrative |

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)

| | | | |
|---------------------------------|-----------------|----------------|--------------|
| | Vacation | Holiday | Admin |
| Actual Hours To Cash Out | | | |

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

| | | |
|------------------------------------|-----------------|----------------|
| | Vacation | Holiday |
| Requested Hours To Cash Out | | |
| Penalty Hours (less 10%) | | |
| Actual Hours To Cash Out | | |

PAYMENT OPTIONS

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

| | |
|-------------------|---|
| # of Actual Hours | Hours to 401(K) Defined Compensation Plan - The value of these hours will be added to your 401(K) Defined Compensation Plan. A completed Salary Savings 401(K) Defined Contribution Plan Participation 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 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. |
| # 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 Begin Date | PP End Date | AVC | CVE | CVN | AHL | CHE | CHN | CAE |
|---------------|-------------|-----|-----|-----|-----|-----|-----|-----|

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 |
|------------------|---------------|------------------|