



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

LEAVE CASH-OUT REQUEST

VACATION, HOLIDAY, ADMINISTRATIVE & PAID TIME OFF

Exempt and Board-Governed Exempt

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	Paid Time off	

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, AHL, and APT)

	Vacation	Holiday	Admin	Paid Time Off
Actual Hours To Cash Out				

	Vacation	Holiday	Paid Time Off
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	APT	CPE	CPT	AVC	CVE	CVN	AHL	CHE	CHN	CAE
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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
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