



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

# LEAVE CASH-OUT REQUEST

## Vacation Leave - Eligible Units

Only listed units can use this form.

Only the below listed Union Codes will be accepted for use with this form

ADM	ATY	CLK	CLT	ESU	FAN/FAS	FSA	GFS/GSU	MGT	NRE
NRP	NRS	PRB	PRF	SFS	SPO	SPS	SUP	T&I	WAS

*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

A Leave Cash-Out Pre-Designation Agreement **must** be on file designating Vacation Leave hours to be cashed out.

<b>Current Vacation Leave Balance</b>	<b>Actual Hours to Cash Out</b> <small>(must be in whole hour increments)</small>
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**Note:** Ensure you are requesting the minimum number of hours per your applicable MOU.

### PAYMENT OPTIONS

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

# of Actual Hours	<b>Hours to 457(b) Deferred Compensation Plan</b> - The value of these hours will be added to your 457(b) Deferred Compensation Plan. A completed <b>Salary Savings 457(b) Deferred Compensation Participation Plan Agreement</b> 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	<b>Hours to Cash Out</b> - 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/Wk Begin Date	PP/Wk End Date	CVE	Verified By/Date	Keyed By/Date	Reviewed By/Date
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*DISTRIBUTION: 457(b) - EBSD-HR (0440) - SalarySavings@hr.sbcounty.gov  
Cash Payment - Central Payroll (0032)*