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

LEAVE CASH-OUT PRE-DESIGNATION AGREEMENT FOR CALENDAR YEAR 2020
Attorney

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 Attorney, Vacation Leave, and/or Paid Time Off hours to cash:

Attorney Leave Hours	Vacation Leave Hours	Paid Time Off (Must be enrolled in MBO)
Number of hours designated may not be less than 8 hours and shall not exceed 40 hours.	May elect up to 60 hours to cash out in a minimum of 8 hour increments. At least 80 hours of Vacation and/or Attorney Leave must have been used during the previous calendar year to be eligible for this benefit.	May elect up to 60 hours to cash out in a minimum of 8 hour increments. At least 80 hours of Paid Time Off must have been used during the previous calendar year to be eligible for this benefit.

I understand and accept the following conditions regarding my designation:

1. I must complete, sign and submit this Agreement no later than **December 30, 2019** in order to cash out the above hours in **calendar year 2020.**
2. Signing this Pre-Designation Agreement does **not** restrict my ability to use the Vacation and/or Attorney Leave I accrue during **calendar year 2020**.
3. This designation is *irrevocable.* If I have not submitted a Leave Cash-Out Request form for the total pre-designated hours indicated above by the end of pay period **25/20,** any hours remaining up to the accruals available after pay period **25/20** processes will be automatically cashed out and will be added to my earnings for pay period **26/20**.
4. I understand that if my Vacation Leave or Paid Time Off Balances are less than 60 hours after pay period **26/19** has processed, I may pre-designate up to an additional 20 hours of Attorney Leave to cash out provided the total number of Vacation and Attorney Leave, or Paid Time Off hours predesignated does not exceed 100 hours and any one leave type, either Vacation, Paid Time Off or Attorney Leave, does not exceed 60 hours.
5. I understand that if my employment is terminated prior to pay period **26/20**, 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 employees. **Therefore, I must complete, sign and return this Pre-Designation Agreement to my Payroll Specialist by December 30, 2019. 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										Total Hours Used
VAC/ ATY Hours										
PPL 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

DISTRIBUTION: 1st Review - Department Payroll Specialist
Final Review - Central Payroll (0032)