



# LEAVE CASH-OUT PRE-DESIGNATION AGREEMENT FOR CALENDAR YEAR 2020 Board-Governed - Fire Management

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>	
<b>Company</b>	<b>Union Code</b>	<b>Department</b>	<b>Telephone</b>

**I elect to convert the following number of Vacation and/or Holiday Leave hours to cash:**

Vacation Leave Hours	Holiday Leave Hours
<input type="checkbox"/> 40 hour work week (min. 8 hours, max. 80 hours)	<input type="checkbox"/> 40 hour work week (min. 8 hours, max. 112 hours)
<input type="checkbox"/> 56 hour average work week (min. 14 hours, max. 112 hours)	<input type="checkbox"/> 56 hour average work week (min. 14 hours, max. 155 hours)

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** without incurring a 10% penalty.
2. Signing this Pre-Designation Agreement does **not** restrict my ability to use the Vacation/Holiday Leave I accrue during **calendar year 2020**.
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 **25/20**, 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 I must meet the eligibility requirements as set forth in my MOU in order to be eligible to cash out future accruals of Vacation and/or Holiday Leave.
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 and/or County Fire/Special Districts employees. I agree to the Leave Pre-Designation provisions as established in the applicable MOU or Compensation Plan.

**FORMS MUST BE COMPLETED, SIGNED, AND RETURNED TO YOUR PAYROLL SPECIALIST BY  
DECEMBER 30, 2019. FORMS RECEIVED AFTER THIS DATE WILL NOT BE HONORED.**

<b>Employee Signature</b>			<b>Date</b>
<b>Appointing Authority or Designee (Print &amp; Sign - no signature stamps)</b>			<b>Date</b>
<b>Payroll Specialist (Print &amp; Sign - no signature stamps)</b>	<b>Telephone</b>	<b>Mail Code</b>	<b>Date</b>

**Office Use Only (Eligibility Verification)**

VOE Complete	Signatures	Signature Dates	Reviewed By/ Date
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*DISTRIBUTION: 1st Review - Department Payroll Representative  
Final Review - Central Payroll (0032)*