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

LEAVE CASH-OUT PRE-DESIGNATION AGREEMENT FOR CALENDAR YEAR 2020
Vacation Leave - Eligible Units

ONLY Union Codes listed below with Minimum Designations will be accepted for use with this form.

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 Vacation Leave hours to cash:

Minimum Designation	Maximum Designation	Union Codes
8.00	60.00	ADM CLK CLT ESU FSA GSU(GFS) MGT NRE/NRS NRP PRF SUP T&I WAS
8.00	80.00	PRB SPO SPS
10.00	80.00	EHS(SFS)

Vacation Leave Hours
Number of hours designated may not be less than hours listed and may not exceed the hours listed. At least 80 hours of Vacation Leave 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 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 or Compensation Plan in order to be eligible to cash out future accruals of Vacation 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/County Fire/Special District 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 Hours										

Payroll Specialist (Print & Sign - no signature stamps)	Telephone	Mail Code	Date

Office Use Only

VOE Complete	Signatures	Signature Dates	Reviewed By/ Date

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