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

LEAVE CASH-OUT PRE-DESIGNATION AGREEMENT FOR CALENDAR YEAR 2017
Board-Governed SBC Fire - Local 935 Suppression

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	
Company	Union Code	Department	Telephone

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

Vacation Leave Hours *(May not Exceed 112)*	Holiday Leave Hours *(May not Exceed 155)*
At least 112 hours Vacation Leave must have been used in the previous calendar year. (Number of hours designated may not exceed the total hours accrued for the pre-designation agreement year.) (MAX 112)	Number of hours designated may not exceed the total hours accrued for the pre-designation agreement year. (MAX 155)

I understand and accept the following conditions regarding my designation:

1. I must complete, sign and submit this Agreement no later than **December 29, 2016** in order to cash out the above hours in **calendar year 2017** 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 2017**.
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 **25/17**, any hours remaining up to the accruals available after pay period **25/17** processes will be automatically cashed out and will be added to my earnings for pay period **26/17**.
4. I understand and agree to the Leave Cash-Out provisions as established in the applicable MOU.

FORMS MUST BE COMPLETED, SIGNED, AND RETURNED TO YOUR PAYROLL SPECIALIST BY DECEMBER 29, 2016. FORMS RECEIVED AFTER THIS DATE WILL NOT BE HONORED.

Employee Signature	Date
Appointing Authority or Designee (Print & Sign)	Date

PAYROLL SPECIALIST VERIFICATION OF ELIGIBILITY

Pay Period										Total Hours Used
VAC Hours										

Payroll Specialist (Print & Sign)	Telephone	Mail Code	Date

Office Use Only (Eligibility Verification)

Leave Accrual Rate	Union Code	Signatures	Signature Dates	Reviewed By/ Date

DISTRIBUTION: Original - Central Payroll (0032)