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

LEAVE CASH-OUT PRE-DESIGNATION AGREEMENT FOR CALENDAR YEAR 2017
Exempt and Board-Governed Exempt

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, Holiday and/or Administrative Leave hours to cash:

Vacation Leave Hours	Holiday Leave Hours	*One-Time Administrative Leave Hours ☐ 80.00 Hours
Number of hours designated may not be less than 10 and may not exceed the annual amount to be accrued for the next calendar year (maximum 160 hours).	Number of hours designated may not be less than 8 and may not exceed the annual amount to be accrued for the next calendar year (maximum 112 hours).	***Can only be cashed out one time during employment**

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 and/or Administrative 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 that submission of this Pre-Designation Agreement to cash out future accruals of Administrative Leave shall constitute my **ONE** opportunity to cash out this leave during my employment and prior to retirement or separation, regardless of the actual number of hours that are converted to cash.
5. I understand that if my employment is terminated prior to pay period 26, I must also submit a Leave Cash-Out Request form for Administrative Leave 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 for Administrative Leave prior to separation, remaining leave balances from the above designation will be forfeited, per the MOU or Compensation Plan.
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. **Therefore, I must complete, sign and return this Pre-Designation Agreement to my Payroll Specialist by December 29, 2016. Any forms received after this date will not be honored.**

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