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

LEAVE CASH-OUT PRE-DESIGNATION AGREEMENT FOR CALENDAR YEAR 2017
Safety or Safety Management/Supervisory

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 Annual and/or Vacation Leave hours to cash:

Annual Leave Hours *(May not exceed 60)*	Vacation Leave Hours *(May not Exceed 80)*
Safety Unit-At least 80 hours Annual Leave must have been used in the previous calendar year.	**Safety Management/Supervisory Unit -** At least 80 hours Vacation, Admin, and/or Holiday Leave must have been used in the previous calendar year.

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**.
2. Signing this Pre-Designation Agreement does **not** restrict my ability to use the Annual and/or Vacation 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 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 29, 2016. Any 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
Leave 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)