



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

LEAVE CASH-OUT REQUEST

Board-Governed SBC Fire - Local 935

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name		Union Code
Pay Group	Department		Requested Pay Period	Requested Pay Date
Current Leave Balances	Vacation		Holiday	Paid Time Off

Option 1 - A Leave Cash-Out Pre-Designation Agreement **must** be on file designating Vacation, Holiday and/or Paid Time Off leave hours to be cashed out.

Option 2 - Existing balance may be cashed out without a Pre-Designation Agreement, but will be subject to a ten percent (10%) penalty.

Option 1 - Without Penalty

(Must be in whole hour increments. Minimum 14 hours.)

	Vacation	Holiday	Paid Time Off
Actual Hours To Cash Out			

Option 2 - With Penalty

(Penalty hours coded with earn codes AVC, AHL and APT)

	Vacation	Holiday (minimum 40 hrs.)	Paid Time Off
Requested Hours To Cash Out			
Penalty Hours (less 10%)			
Actual Hours To Cash Out			

PAYMENT OPTIONS

Distribute the hours listed in the "Actual Hours to Cash Out" section above in the following manner:

# of Actual Hours	Hours to 457(b) Deferred Compensation Plan - The value of these hours will be added to your 457(b) Deferred Compensation Plan. A completed Salary Savings 457(b) Deferred Compensation Participation Plan Agreement must be attached to this Request. Both forms must be signed and dated in the month prior to the desired pay date and be sent directly to EBSD-HR.			
# of Actual Hours	Hours to Cash Out - The value of these hours will be added to your next on-cycle gross pay. Requests for cash-outs must be received in Central Payroll by the Master Calendar Processing Deadline prior to desired pay date.			
Employee Signature		Telephone		Date
Appointing Authority or Designee Signature (Print & Sign)				Date
Payroll Specialist Name (Print & Sign)		Telephone	Mail Code	Date

Office Use Only

PP/Wk Begin Date	PP/Wk End Date	<APT>	CPE	CPT	<AVC>	CVE	CVN	<AHL>	CHE	CHN
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DISTRIBUTION: 457(b) - EBSD-HR (0440)

Cash Payment - Central Payroll (0032)

Verified By/Date	Keyed By/Date	Reviewed By/Date
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