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

LEAVE CASH-OUT REQUEST
VACATION & HOLIDAY
Fire Management

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

Option 1 - A Leave Cash-Out Pre-Designation Agreement must be on file designating vacation and/or holiday leave hours to be cashed out.
Option 2 - Existing balances 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)

	Vacation	Holiday
Actual Hours To Cash Out		

☐ **40 hours work week**
Vacation & Holiday = Minimum 8 hours

or

☐ **56 hour work week**
Vacation & Holiday = Minimum 14 hours

Option 2 - With Penalty
(penalty hours coded with earn codes AVC and AHL)

	Vacation	Holiday
Requested Hours To Cash Out		
Penalty Hours (less 10%)		
Actual Hours To Cash Out		

☐ I am electing to convert sick to vacation. I have attached the correct Leave Conversion Request for my unit.

PAYMENT OPTIONS

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

# of Actual Hours	**Hours to 401(K) Defined Compensation Plan** - The value of these hours will be added to your 401(K) Defined Compensation Plan. A completed **Salary Savings 401(K) Defined Compensation Plan Participation 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. Please note that deferring hours into your 401(k) Plan may qualify as Earnable Compensation and may result in an increased deduction to your normal bi-weekly pension deduction. This may result in a lower than average Net Pay Distribution.
# 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. Please note that deferring hours into your 457(b) Plan may qualify as Earnable Compensation and may result in an increased deduction to your normal bi-weekly pension deduction. This may result in a lower than average Net Pay Distribution.
# 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	AVC	CVE	CVN	AHL	CHE	CHN

DISTRIBUTION: 401(k) & 457(b) - EBSD-HR (0440)
Cash Payment - Central Payroll (0032)

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