



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

LEAVE CASH-OUT REQUEST

One-Time Administrative Leave Exempt - Board Governed Exempt

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

Administrative Leave may be cashed out only ONE time during an employee's employment.

Option 1 - A Leave Cash-Out Pre-Designation Agreement **must** be on file designating Administrative 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)

	Admin
Actual Hours To Cash Out	

Option 2 - With Penalty
(penalty hours coded with earn codes AAD)

	Admin
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 401(K) Defined Compensation Plan - The value of these hours will be added to your 457(b) 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.
# 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

I understand that submission of this form constitutes my **ONE** opportunity during employment to cash out existing Administrative Leave accruals, with or without penalty, regardless of the actual number of hours that are converted to cash.

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 Begin Date	PP End Date	AAD	CAE	Verified By/Date	Keyed By/Date	Reviewed By/Date
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DISTRIBUTION: 401(k) & 457(b) - EBSD-HR (0440)
Cash Payment - Central Payroll (0032)