



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

COVID-19 VACCINE INCENTIVE PROGRAM Leave Cash-Out Request

Must print in Black or Blue ink ONLY

An employee may request a one-time cash-out of the COVID-19 Vaccine Incentive Leave to be paid in any one of the following pay periods:

Cash Out Pay Period	Deadline Due to HR - Employee Benefits	Pay Day
PP3/2022	January 25, 2022	February 9, 2022
PP8/2022	April 5, 2022	April 20, 2022
PP15/2022	July 12, 2022	July 27, 2022
PP21/2022	October 3, 2022	October 19, 2022

Please refer to applicable Memorandum of Understanding (MOU) for additional leave cash-out information.

Employee ID	Rcd No.	Last Name, First Name		Union Code
Pay Group	Department		Requested Pay Period	Requested Pay Date
Hours to Cash Out: (must be in eight (8) hour increments)				

Employee Signature		Telephone	Date
Appointing Authority or Designee Signature (Print & Sign)			Date
PAYROLL SPECIALIST VERIFICATION			
Current Vaccine Incentive Leave Balance		Actual Hours to Cash Out (must be in eight (8) hour increments)	
Payroll Specialist Name (Print & Sign)	Telephone	Mail Code	Date

Office Use Only

Received By	Reviewed By/Date	Pay Date	Recorded/Date
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DISTRIBUTION: EBSD-HR (0440)
EBSD@hr.sbcounty.gov