



**Human Resources Department**  
**Employee Benefits and Services**  
**Division**

[www.SBCounty.gov](http://www.SBCounty.gov)

**Michael Bowers**  
Human Resources Director

**Amy Coughlin**  
Assistant Director

**Gina King**  
Assistant Director

**Leonardo Gonzalez**  
County Labor Relations Chief

December 7, 2023

Name  
Address  
City, State Zip

RE: Attorney Leave and Paid Time Off Cash-Out for Calendar Year 2024

Dear Name:

It is time to consider your paid time off (PTO) and attorney leave cash-out options for Calendar Year 2024. As a reminder, employees in the Attorney Unit who are enrolled in the Modified Benefit Option (MBO) have the opportunity during the month of December 2023 to pre-designate cash-out of future PTO and attorney leave accruals during calendar year 2024.

**Attorney Leave**

If you wish to cash out attorney leave, you must make an **irrevocable** election during the month of December specifying the number of hours to be sold back from the next calendar year's attorney leave accrual. Election must be made in increments of not less than eight (8) hours and may not exceed forty (40) hours. Complete details regarding pre-designation of attorney leave may be found under the Attorney Leave section of your [Memorandum of Understanding](#).

**Paid Time Off**

If you have used eighty (80) or more hours of PTO/vacation/attorney leave during calendar year 2023, which ends on December 15, 2023, you are eligible to make an **irrevocable** election during the month of December specifying the number of hours to be sold back from the next year's PTO accrual. Election must be made in increments of not less than eight (8) hours and may not exceed eighty (80) hours. Further, if you have used a total of eighty (80) hours of PTO and/or attorney leave and have a balance of less than eighty (80) hours at the time of pre-designation, you may pre-designate an additional twenty (20) hours of attorney leave provided the total number of PTO and attorney leave hours cashed out in the year does not exceed 120 hours. Complete details regarding pre-designation may be found under the Paid Time Off (PTO) section of your [Memorandum of Understanding](#).

To pre-designate cash out of 2024 PTO and/or attorney leave accruals, you must make an **irrevocable** election, specifying the number of hours to be sold back from next year's PTO and attorney leave accruals, by completing the [Leave Cash-Out Pre-Designation Agreement for Calendar Year 2024 - Attorney form](#) and submitting it to your department payroll specialist by **Friday, December 29, 2023**.

To cash out pre-designated hours during calendar year 2024, you must complete and submit a [Leave Cash-Out Request – Paid Time Off - MBO Eligible Units form](#), at least 15 days before the pay period in which you wish to receive the leave cash-out payment.

Please remember that pre-designation elections are **irrevocable** and at the end of calendar year 2024, all pre-designated hours that have not been used or cashed out will *automatically* cash out in pay period 26 of 2024.

Please contact your department payroll specialist directly with questions regarding the pre-designation process or when you are ready to cash out leave during calendar year 2024.

Sincerely,

Alexander "Sandy" Meier  
Interim Human Resources Division Chief  
Employee Benefits and Services Division  
Human Resources Department

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