



Human Resources Department Employee Benefits and Services Division

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Human Resources Director

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December 7, 2023

Name
Address
City, State Zip

RE: Vacation/Holiday/Paid Time Off Leave Cash-Out for Calendar Year 2024

Dear <Name>:

It is time for you to consider your leave cash-out options for calendar year 2024. As a reminder, employees in the classifications of Firefighter EMT, Firefighter Paramedic, Engineer, and Captain under the Firefighters Unit, you have several leave cash-out options depending on the leave types you are eligible to accrue in 2024. Complete details regarding pre-designation may be found in your [Memorandum of Understanding](#).

Vacation and/or Paid Time Off

Vacation leave for employees with traditional benefits, not enrolled in the Modified Benefit Option (MBO): You may elect to cash out up to 224 hours of vacation leave by exercising the following options:

- Option 1, Future Accruals – If you have used 112 or more hours of vacation/PTO during calendar year 2023, which ends on December 15, 2023, you are eligible to make an **irrevocable** pre-designation to cash out up to 112 hours of 2024 vacation leave accruals.
- Option 2, Existing Accruals – Existing vacation accruals may be cashed out in whole hour increments with a minimum cash-out of 14 hours, up to 112 hours, and will be subject to a 10% penalty.

Paid Time Off (PTO) for employees enrolled in the MBO: You may elect to cash out up to 224 hours of PTO by exercising the following options:

- Option 1, Future Accruals – If you have used 112 or more hours of PTO/vacation during calendar year 2023, which ends on December 15, 2023, you are eligible to make an **irrevocable** pre-designation to cash out up to 112 hours of 2024 PTO leave accruals.
- Option 2, Existing Accruals – Existing PTO accruals may be cashed out in whole hour increments with a minimum cash-out of 14 hours, up to 112 hours, and will be subject to a 10% penalty.

Employees who intend to switch to the MBO or the Traditional Benefit Option (TBO) during the next open enrollment period: An employee enrolled in the MBO is not eligible to pre-designate a vacation leave cash-out unless the employee intends to convert back to the TBO during the next open enrollment period and starts accruing vacation in the new plan year beginning July 27, 2024 (pay period 17). Likewise, an employee in the TBO is not eligible to pre-designate PTO unless employee intends to convert to MBO during the next open enrollment period and starts accruing PTO in the new plan year beginning July 27, 2024 (pay period 17).

Holiday Leave

You may elect to cash out up to 167 hours of holiday leave, or 142 hours for MBO enrollees, by exercising the following options:

- Option 1, Future Accruals – An employee 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 holiday leave accrual. Election may not exceed the annual amount to be accrued in a calendar year up to 167 for the TBO and 142 for the MBO.
- Option 2, Existing Accruals – Existing accruals may be cashed out in whole hour increments with a minimum cash-out of forty (40) hours and will be subject to a 10% penalty.

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SUBJECT
DATE
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To pre-designate vacation, holiday and/or PTO hours to cash out in calendar year 2024, you must complete the [Leave Cash-Out Pre-Designation Agreement for Calendar Year 2024 – 935 Firefighter form](#) and submit it to your department payroll specialist by **Friday, December 29, 2023**.

To cash out the pre-designated hours during calendar year 2024, you must complete the [Leave Cash-Out Request – Vacation, Holiday & Paid Time Off – 935 Firefighter form](#) and submit it 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 be *automatically* cashed 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