



## Human Resources Department Employee Benefits and Services Division

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**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: Paid Time Off Cash-Out for Calendar Year 2024

Dear Name:

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

If you have used eighty (80) or more hours of PTO/COVID bonus leave during calendar year 2023, which ends on December 15, 2023, you are eligible to pre-designate up to sixty (60) hours of 2024 PTO accruals. 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 accruals, you must make an **irrevocable** election, specifying the number of hours to be sold back from your 2024 PTO accruals by completing the [Leave Cash-Out Pre-Designation Agreement for Calendar Year 2024 Paid Time Off – MBO Eligible Units 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 the 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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