



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: Annual Leave Cash-Out and Compensatory Time for Calendar Year 2024

Dear Name:

It is time to consider your annual leave and compensatory time cash-out options for calendar year 2024. As a reminder, employees in the Safety Unit have the opportunity in the month of December 2023 to pre-designate cash-out of future annual and compensatory time leave accruals during calendar year 2024.

If you have used (80) or more hours of annual/COVID bonus leave during the calendar year 2023, which ends on December 15, 2023, you are eligible to pre-designate to cash out up to sixty (60) hours of 2024 annual leave accruals. In addition to annual leave cash-out, you may also pre-designate to cash out up to forty (40) hours of compensatory time. Complete details regarding pre-designation may be found under the Vacation Leave and Overtime sections of your [Memorandum of Understanding](#) and the [Side Letter Agreement](#).

To pre-designate cash out of 2024 annual leave and/or compensatory time accruals, you must make an **irrevocable** election, specifying the number of hours to be sold back from your 2024 annual leave and/or compensatory time accruals, by completing the [Leave Cash-Out Pre-Designation Agreement for Calendar Year 2024 - Safety or Safety Management/Supervisory](#) 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 Safety or Safety Management/Supervisory 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* be 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

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