



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

Dear Name:

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

If you have used eighty (80) or more hours of vacation, administrative, holiday, and/or COVID bonus leave during calendar year 2023, which ends on December 15, 2023, you are eligible to pre-designate to cash out up to eighty (80) hours of 2024 vacation leave accruals. In addition, you may 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](#).

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