SAN BERNARDINO COUNTY | Human Resources

Leave Cash-Out Pre-Designation – General Unit

Employees in eligible bargaining units who have used **80 or more hours** of vacation leave and/or Paid Time Off (PTO) between **December 14, 2024, and December 12, 2025**, may pre-designate to cash out up to **60 hours** of vacation leave and/or PTO **accrued in 2026.** For complete details regarding your pre-designation and leave cash-out option, please refer to your Memorandum of Understanding.

Important note on combined PTO/Vacation designations:

- **Employees Not Enrolled in the Modified Benefit Option (MBO):** You may pre-designate PTO only if you intend to convert to the MBO during the next open enrollment period and start accruing PTO in the new plan year beginning July 25, 2026.
- **Employees enrolled in MBO**: You may pre-designate vacation only if you intend to disenroll from MBO during the next open enrollment period and start accruing vacation in the new plan year beginning July 25, 2026.

If you wish to predesignate vacation and/or PTO hours to cash out in 2026:

1. Log in to the **Leave Cash-Out Pre-Designation Module** at emacsapp.sbcounty.gov to predesignate the number of vacation and/or PTO hours you elect to cash out in 2026. **Paper forms will not be accepted**.
2. View the Leave Cash-Out Pre-Designation Self-Service Module instructions here for help navigating the portal.
3. Submit your **irrevocable** election by **Wednesday, December 31, 2025**. Since elections are irrevocable, all pre-designated hours that have not been used or cashed out will automatically convert to cash in pay period 26 of 2026.

To cash out pre-designated hours during calendar year 2026, you must complete and submit a Leave Cash-Out Request Vacation Leave - Eligible Units form or Leave Cash-Out Request – Paid Time Off - MBO Eligible Units at least 15 days before the pay period in which you wish to receive the leave cash-out payment.

If you have questions regarding your **pre-designation eligibility**, please contact your department payroll specialist.

If you **experience technical difficulties** with the Leave Cash-Out Pre-Designation Module, please contact EMACS-Security Support at emacs-securitysupport@hr.sbcounty.gov.