



Human Resources Department Employee Benefits and Services Division

Leonardo Gonzalez
Human Resources Director /
County Labor Relations Chief

Gina King
Assistant Director

Eric Guerra
Assistant Director

December 4, 2024

Name
Address
City, State Zip

RE: Attorney Leave and Paid Time Off Cash-Out for Calendar Year 2025

Dear Name:

It is time to consider your paid time off (PTO) and attorney leave cash-out options for Calendar Year 2024. As a reminder, employees in the Attorney Unit who are enrolled in the Modified Benefit Option (MBO) have the opportunity during the month of December 2024 to pre-designate cash-out of future PTO and attorney leave accruals during calendar year 2025.

Attorney Leave

If you wish to cash out attorney leave, you 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 attorney leave accrual. Election must be made in increments of not less than eight (8) hours and may not exceed forty (40) hours. Complete details regarding pre-designation of attorney leave may be found under the Attorney Leave section of your [Memorandum of Understanding](#).

Paid Time Off

If you have used eighty (80) or more hours of PTO/vacation/attorney leave during calendar year 2024, which ends on December 13, 2024, you are eligible to make an **irrevocable** election during the month of December specifying the number of hours to be sold back from the next year's PTO accrual. Election must be made in increments of not less than eight (8) hours and may not exceed eighty (80) hours. Further, if you have used a total of eighty (80) hours of PTO and/or attorney leave and have a balance of less than eighty (80) hours at the time of pre-designation, you may pre-designate an additional twenty (20) hours of attorney leave provided the total number of PTO and attorney leave hours cashed out in the year does not exceed 120 hours. 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 2025 PTO and/or attorney leave accruals, you must make an **irrevocable** election, specifying the number of hours to be sold back from next year's PTO and attorney leave accruals, by completing the [Leave Cash-Out Pre-Designation Agreement for Calendar Year 2025 - Attorney form](#) and submitting it to your department payroll specialist by **Monday, December 30, 2024**.

Please remember that pre-designation elections are **irrevocable** and at the end of the calendar year 2025, all pre-designated hours that have not been used or cashed out will *automatically* cash out in pay period 26 of 2025.

To cash out pre-designated hours during calendar year 2025, 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.

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.

Sincerely,

Sandra Wakcher
Human Resources Division Chief
Employee Benefits and Services Division
Human Resources Department

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