



## 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 6, 2024

Name  
Address  
City, State Zip

RE: Vacation/Holiday/Administrative/Paid Time Off Leave Cash-Out for Calendar Year 2025

Dear Name:

It is time for you to consider your leave cash-out options for 2025. As an employee in the Fire Management Unit, you have several leave cash-out options depending on the leave types you accrue in the upcoming year. Details regarding pre-designation may be found in your [Memorandum of Understanding](#). Your cash-out options are also summarized below:

### Vacation and/or Paid Time Off (PTO)

You may elect to cash out **up to a total of 224 hours of vacation and/or PTO** by exercising the following options:

- **Future Accruals** – 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 vacation/PTO leave accrual. The election must be made in increments of not less than 10 hours and may not exceed 112 hours.
  - **Employees Not Enrolled in the Modified Benefit Option (MBO):** You may pre-designate up to **112 vacation hours** accrued in 2025. You may pre-designate a combination of vacation and 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 26, 2025.
  - **Employees Enrolled in MBO:** You may pre-designate up to **112 PTO hours** accrued in 2025. You may pre-designate a combination of vacation and PTO 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 26, 2025.
- **Existing Accruals** – You may cash out up to 112 hours of existing vacation and/or PTO accruals without a pre-designation and hours **will be subject to a 10% penalty**.

### Holiday Leave

You may elect to cash out **up to a total of 167 holiday hours, or 142 holiday hours for MBO enrollees**, by exercising one or both of the following options:

- **Future Accruals** – You are eligible to make the following **irrevocable** pre-designations:
  - **Employees Not enrolled in MBO:** up to 167 holiday hours accrued in 2025.
  - **Employees Enrolled in MBO:** up to 142 holiday hours accrued in 2025.
- **Existing Accruals** – You may cash out up to 167 existing holiday hours, or 142 existing holiday hours for MBO enrollees, without a pre-designation and hours **will be subject to a 10% penalty**.

**Important note:** Employees may choose one or both of the above options to cash out holiday leave, but the total cash-out may not exceed 167 holiday hours, or 142 hours for MBO employees.

### Administrative Leave

## BOARD OF SUPERVISORS

**COL. PAUL COOK (RET.)**  
Vice Chairman, First District

**JESSE ARMENDAREZ**  
Second District

**DAWN ROWE**  
Chair, Third District

**CURT HAGMAN**  
Fourth District

**JOE BACA, JR.**  
Fifth District

**Luther Snoke**  
Chief Executive Officer

You may cash out up to 96 hours of administrative leave without pre-designation. The hours may be cashed out in whole hour increments with a minimum cash-out of 1 hour. Any unused administrative leave balances remaining by pay period 26 of 2025 will be automatically cashed out.

### **New Leave Cash-Out Pre-Designation Module**

We are excited to announce a new **Leave Cash-Out Pre-Designation Module** in EMACS self-service, **replacing paper forms** for pre-designating leave hours to cash out in 2025.

If you wish to pre-designate vacation, PTO and/or holiday hours to cash out in 2025:

1. Log in to the **Leave Cash-Out Pre-Designation Module** at [emacsbapp.sbcounty.gov](https://emacsbapp.sbcounty.gov) to pre-designate the number of vacation, PTO and/or holidays hours you elect to cash out in 2025.
2. View the Leave Cash-Out Pre-Designation Self-Service Module instructions [here](#) for help navigating the portal.
3. Submit your **irrevocable** election by **Tuesday, December 31, 2024**. Since these 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 2025.

### **Leave Cash-Out Requests**

To cash out pre-designated leave hours or existing leave accruals with penalty during 2025, please complete the [Leave Cash-Out Request – Vacation/Holiday/Administrative Leave/Paid Time Off – Fire Management form](#) and submit it 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](mailto:emacs-securitysupport@hr.sbcounty.gov).

Sincerely,

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