



## 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: Paid Time Off Cash-Out for Calendar Year 2025

Dear Name:

We are excited to announce that a new **Leave Cash-Out Pre-Designation Module** has been added to EMACS self-service, replacing paper forms, to pre-designate leave hours to cash out in calendar year 2025.

Employees in eligible bargaining units who have used **80 or more hours** of vacation leave and/or Paid Time Off (PTO) between **December 16, 2023, and December 13, 2024**, may pre-designate to cash out up to **60 hours** of vacation leave and/or PTO **accrued in 2025**. 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 26, 2025.
- **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 26, 2025.

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

1. Log in to the **Leave Cash-Out Pre-Designation Module** at [emacsbapp.sbcounty.gov](http://emacsbapp.sbcounty.gov) to pre-designate the number of vacation and/or PTO hours you elect to cash out in 2025. **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 **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.

To cash out pre-designated hours during calendar year 2025, 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](mailto:emacs-securitysupport@hr.sbcounty.gov).

Sincerely,

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

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