



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: Vacation Leave 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. As a reminder, employees in the Probation Unit have the opportunity during the month of December 2024 to pre-designate a cash-out of future vacation leave accruals for calendar year 2025.

If you have used **80 or more hours** of vacation/PTO leave between **December 16, 2023, and December 13, 2024**, you are eligible to pre-designate to cash out up to **80 hours** of vacation leave **accrued in 2025**. For complete details regarding your pre-designation and leave cash-out option, please refer to your [Memorandum of Understanding](#).

If you wish to pre-designate vacation hours to cash out in 2025:

1. Log in to the **Leave Cash-Out Pre-Designation Module** at emacsbapp.sbcounty.gov to pre-designate the number of vacation 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 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](#) 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

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