



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. As a reminder, employees in the Probation Unit who are enrolled in the Modified Benefit Option (MBO) have the opportunity during the month of December 2024 to pre-designate a cash-out of future Paid Time Off (PTO) accruals for calendar year 2025.

If you have used **80 or more hours** of PTO/vacation leave between **December 16, 2023, and December 13, 2024**, you are eligible to pre-designate up to **60 hours** of PTO 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 PTO 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 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 elections are irrevocable, 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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