



Employees in the Specialized Peace Officer and Specialized Peace Officer Supervisory Unit who have used **80 or more hours** of vacation leave between **December 14, 2024, and December 12, 2025**, may pre-designate to cash out up to **80 hours** of vacation leave **accrued in 2026**. 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 2026:

1. Log in to the **Leave Cash-Out Pre-Designation Module** at emacsapp.sbcounty.gov to pre-designate the number of vacation hours you elect to cash out in 2026. **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 **Wednesday, December 31, 2025**. 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 2026.

To cash out pre-designated hours during calendar year 2026, 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.