

SIDE LETTER
Safety Unit
Annual Leave Cash-Out

Section 2 - Annual Leave

(e)(4) On one (1) occasion during each calendar year, an employee who has utilized eighty (80) or more hours of annual leave during the previous calendar year may elect to convert into a cash payment, at the rate of pay (including Incentive Pay) then in effect, up to forty (40) hours of accrued annual leave. Effective upon Board approval of this side letter, for the duration of the MOU, an employee may elect to convert into cash payment an additional twenty (20) hours of accrued annual leave for up to a total of sixty (60) hours.

In order to sell back annual leave prior to termination or retirement, an employee must make an irrevocable election (i.e., pre-designation) during the month of December, specifying the number of hours to be sold back from the next calendar year's annual leave time accrual. Such election must be made in a single block of not more than sixty (60) hours. During the calendar year following the pre-designation, no more than three (3) requests may be made to cash out the annual leave in a single block of not less than eight (8) hours and no more than sixty (60) hours. An employee shall be eligible to cash-out annual leave hours accrued up to the preceding period in which he/she requested the cash-out. For example, an employee who requests a cash-out in pay period 15 can only cash-out annual leave accrued through pay period 14. The number of hours requested for cash-out shall not exceed an amount equal to or less than the amount accrued. For example, an employee in December 2021 makes a pre-designation to cash-out 25 hours. The employee accrues 4.61 hours of annual leave per pay period. At the end of pay period 2 the employee can request to cash-out the 8 hours of annual leave that she had accrued, but is not yet eligible to cash-out the entire 25 pre-designated hours because the employee has yet to accrue 25 hours of annual leave. Once an election is made, the employee must request that the designated number of hours actually be sold back by pay period 25 of the calendar year in which the election is effective, or the hours will be automatically converted into cash in pay period 26.

APPROVAL


On behalf of the Sheriff's Employees' Benefit Association



Grant Ward, President

11-17-21
Date

On behalf of the County of San Bernardino



Diane Rundles, Human Resource Director

11/18/21
Date