



COUNTY OF VENTURA

**PAYROLL SERVICES****Request for Payment of Cash In Lieu of Leave Hours**

**NOTE:** This request can also be made in VCHRP via Main Menu > Employee Self Service > Payroll Tile > Vacation Buydown Request Tile > Request Buydown Button

OFFICE OF THE  
AUDITOR-CONTROLLER**Return completed form to: Auditor-Controller, Brown Mail #1540 or [AC.Payroll@venturacounty.gov](mailto:AC.Payroll@venturacounty.gov) 805-654-2900 Ext. 3**

FIRST NAME	M/I	LAST NAME	EMPLOYEE ID NO.

Employees may request to receive cash in lieu of leave hours twice during the calendar year. Eligibility requirements for these buydowns can be found in the applicable Memorandum of Agreement (MOA) between the employee's union and the county, and may include a requirement to make an annual election in the preceding calendar year.

- 1) Only leave hours accrued prior to the date of the payment in the calendar year for which an election is made may be considered for payment.
- 2) Any elected hours that remain uncashed by December 1st will be automatically paid out to the employee by the Auditor-Controller prior to the end of that same calendar year when eligibility requirements are met. The Auditor-Controller reserves the right to determine final calendar year-end payment dates.

I am requesting to receive Cash in Lieu of Leave for the following number of hours: \_\_\_\_\_

Please specify the Paycheck Date you wish to receive payment on: \_\_\_\_\_

Please select one of the following check options:

\*Note (1): Supplemental check requests received outside of the biweekly pay cycle will be taxed at the mandated withholding rates. By law, the Auditor-Controller must withhold taxes at the Federal and State mandated rates for all supplemental payments, irrespective of the employee's requested withholding order of record in VCHRP.

I am requesting to deposit my redemption proceeds into my eligible deferred compensation plan. **(Additional Form Required)** <sup>(2)</sup>

**Deposit into Deferred Comp**

\*Note (2): Requests to deposit redemption proceeds into an eligible Deferred Compensation plan must be coordinated with HR-Benefits, Deferred Compensation. Please allow 30-60 days for the redemption process to complete. Please contact [\(805\) 654-2620](mailto:Deferred.Compensation@venturacounty.gov)

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**FOR AUDITOR-CONTROLLER USE ONLY**

Union: \_\_\_\_\_

Union adopted Cash in Lieu of Leave policy:  Yes  No

Max buydown limit: \_\_\_\_\_

Service hours: \_\_\_\_\_

Vacation hours taken in eligibility window: \_\_\_\_\_

Vacation hours accrued in current year: \_\_\_\_\_

Buydown hours in current year: \_\_\_\_\_

Employee qualifies for buydown:  Approved  Disqualified

Entered by: \_\_\_\_\_

Comments: \_\_\_\_\_