



COUNTY OF VENTURA

PAYROLL SERVICES**Annual Election / Deduction Authorization for 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 Election Tile

OFFICE OF THE
AUDITOR-CONTROLLER

Return completed form to: Auditor-Controller, Brown Mail #1540 or AC.Payroll@venturacounty.gov 805-654-2900 Ext. 3

FIRST NAME	M/I	LAST NAME	EMPLOYEE ID NO.	CALENDAR YEAR

SECTION A: ELECTION TO RECEIVE CASH IN LIEU OF LEAVE HOURS

To be eligible to receive cash in lieu of leave hours, an employee must first submit an irrevocable written election by December 30th in the calendar year prior to the calendar year in which the employee wishes to redeem leave hours for cash. Employees who are eligible for cash in lieu of leave hours and do not make an affirmative election by the end of the preceding calendar year shall be deemed to have irrevocably elected not to redeem leave hours for pay in the subsequent calendar year.

<input type="checkbox"/> I <u>Elect</u> Cash in Lieu of Leave Hours	I <u>elect</u> to receive cash in lieu of leave hours for the calendar year specified above. By doing so, I may receive additional, taxable compensation (cash in lieu). This amount, if any, will be determined based on qualifying factors as stipulated under the applicable collective agreement/individual contract and pursuant to County of Ventura and Auditor-Controller's Office Administrative policies and procedures. The number of hours I am electing to receive as cash in lieu of leave hours during the specified calendar year: <div style="text-align: right; margin-top: 10px;"> _____ <i>Enter the number of elected hours</i> </div>
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<input type="checkbox"/> I <u>Waive</u> Cash in Lieu of Leave Hours	I <u>waive</u> my right to receive cash in lieu of leave hours for the calendar year specified above. By doing so, I understand this election is irrevocable for the specified calendar year.
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After a qualified election is made, employees may request to receive cash in lieu of leave hours twice during the calendar year for which an election was made by submitting requests for payment using Auditor-Controller prescribed form "REQUEST FOR PAYMENT OF CASH IN LIEU OF LEAVE HOURS." Unless and until an employee has submitted a Notice of Intent to Retire to the County Executive Office, 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. Hours requested that remain uncashed by December 1 of the calendar year period will be automatically paid out to the employee by the Auditor-Controller prior to the end of calendar year specified above. The Auditor-Controller reserves the right to determine final calendar year end payment dates.

SECTION B: HARDSHIP ELECTION TO RECEIVE CASH IN LIEU OF LEAVE HOURS

<input type="checkbox"/> Hardship Election	I <u>elect</u> to receive cash in lieu of leave hours for calendar year specified above due to financial hardship . This amount, if any, will be determined based on qualifying factors as stipulated under the applicable collective agreement/individual contract and pursuant to County of Ventura and Auditor-Controller's Office Administrative policies and procedures. The number of hours I am electing to receive as cash in lieu of leave hours during the specified calendar year: <div style="text-align: right; margin-top: 10px;"> _____ <i>Enter the number of elected hours</i> </div>
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Employees who experience an unforeseeable emergency may be permitted to make a new irrevocable election and redeem leave hours for cash, or to increase the amount of a previous election up to amounts authorized under the applicable collective agreement/individual contract, during the calendar year in which the unforeseeable emergency occurs. Whether an occurrence is an unforeseeable emergency shall be determined by the Auditor-Controller's Office in its sole discretion.

_____ EMPLOYEE SIGNATURE	_____ DATE	_____ CONTACT NO.
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FOR AUDITOR-CONTROLLER USE ONLY

Dept ID: _____	Union Code: _____	
Employee qualifies to purchase cash in lieu of hours for specified calendar year: _____		<input type="checkbox"/> Approved
Reason: _____		<input type="checkbox"/> Disqualified