COLINITY OF VENTUR

PAYROLL SERVICES ELECTION / DEDUCTION AUTHORIZATION CASH IN LIEU OF LEAVE HOURS



						AUDITOR-CONTROLLER	
Return completed form to: Auditor-Controller, Brown Mail #1540 805-654-2900							
FIRST NAME		M/I	LAST N	LAST NAME		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 30 th 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 <u>not</u> to redeem leave hours for pay in the subsequent calendar year.							
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 f cash in lieu of leave hours during the specified calendar year:						
	Enter the number of elected hours						
I <u>Waive</u> Cash in Lieu of Leave Hours	I waive 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.						
submitting requests for pa employee has submitted a for which an election is m	ayment using Auditor-Contr a Notice of Intent to Retire t ade may be considered for the employee by the Audito	oller pres to the Cor payment.	eceive cash in lieu of leave hou scribed form "REQUEST FOR PA unty Executive Office, only leav . Hours requested that remain u ller prior to the end of calendar	YMENT OF CASH IN LIEU OF e hours accrued prior to the uncashed by December 1 of t	LEAVE HOURS." Unless date of the payment in he calendar year period	and until an the calendar year d will be	
SECTION B: HARDSHIP ELECTION TO RECEIVE CASH IN LIEU OF LEAVE HOURS							
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:						
	Enter the number of elected hours						
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	DATE CONTACT NO.			
FOR AUDITOR-CONTROLLER USE ONLY							
Dept ID:	Unic	on Code:	:				
Employee qualifies to purchase cash in lieu of hours for specified calendar year: Approved Disqualified						lified	
Reason:							