



COUNTY OF VENTURA

**PAYROLL SERVICES
ELECTION / DEDUCTION AUTHORIZATION
CASH IN LIEU OF LEAVE HOURS 2017**

OFFICE OF THE
AUDITOR-CONTROLLER

Return completed form to: Auditor-Controller, Brown Mail #1540

| FIRST NAME | M/I | LAST NAME | AUTHORIZATION DATE | EMPLOYEE ID NO. | DEPT CODE | UNION CODE | EE CLASS |
|------------|-----|-----------|-----------------------|--------------------|-------------------|---------------|-------------|
| ① | ② | ③ | ④ | ⑤ | ** Leave blank ** | | |

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, 2016, 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 2016 shall be deemed to have irrevocably elected not to redeem leave hours for pay in the subsequent calendar year.

| | |
|-------------------------------|--|
| ⑥ <input type="checkbox"/> | <p>I elect to receive cash in lieu of leave hours for calendar year 2017. 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 calendar year 2017:</p> <p align="center">⑦</p> <p align="center"><i>Enter the number of elected hours</i></p> |
| ⑧ <input type="checkbox"/> | <p>I waive my right to receive cash in lieu of leave hours for calendar year 2017. By doing so, I understand this election is irrevocable for calendar year 2017.</p> |

| | |
|-------------------------------|---|
| ⑧ <input type="checkbox"/> | <p>I waive Cash in Lieu of Leave Hours</p> |
|-------------------------------|---|

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 2017. 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

| | |
|-------------------------------|---|
| ⑨ <input type="checkbox"/> | <p>I elect to receive cash in lieu of leave hours for calendar year 2017 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 calendar year 2017:</p> <p align="center">⑩</p> <p align="center"><i>Enter the number of elected hours</i></p> |
|-------------------------------|---|

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.

| | | |
|--------------------|------|-------------|
| ⑪ | ⑫ | ⑬ |
| EMPLOYEE SIGNATURE | DATE | CONTACT NO. |

FOR AUDITOR-CONTROLLER USE ONLY

Employee qualifies to purchase cash in lieu of hours for calendar year: 2017 ☐ Approved ☐ Disqualified

Reason: _____

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

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

1. **FIRST NAME:** Enter your legal *First Name* in Box 1
2. **M/I:** Enter your legal *Middle Initial*, if applicable, in Box 2
3. **LAST NAME:** Enter your legal *Last Name* in Box 3
4. **AUTHORIZATION DATE:** Enter *today's date*, the date you are authorizing the Auditor-Controller to accept your Election, in Box 4
5. **EMPLOYEE ID NO.:** Enter your VCHRP (Payroll) *employee identification number* in Box 5
DEPT CODE, UNION CODE, EE CLASS: *Leave these fields blank, AC Payroll Services will complete these fields for you.*
6. **ELECTION BOX:** Check Box #6 if you intend to redeem (e.g. purchase, buy back) accrued leave hours in taxable calendar year 2017
7. **ELECTION HOURS LINE:** If you checked the *Election Box (#6)*, enter the number of hours you intend to redeem (e.g. purchase, buy back) in Box 7.
8. **WAIVE BOX:** Check Box #8 if you **DO NOT** intend to redeem (e.g. purchase, buy back) accrued leave hours in taxable calendar year 2017.

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

Complete this section only if it is applicable to you.

9. **HARDSHIP ELECTION:** Check Box #9 if you are requesting to redeem (e.g. purchase, buy back) accrued leave hours in taxable calendar year 2017 based on a hardship provisions outlined in your Memorandum of Agreement.
10. **ELECTION HOURS LINE:** If you checked the *Hardship Election (#9)*, enter the number of hours you are requesting to redeem (e.g. purchase, buy back) on Box 10.

*** Note: A member of Payroll Services will contact you to discuss your request. ***

11. **EMPLOYEE SIGNATURE:** Sign the document with your full legal name.
12. **DATE:** Enter the date you sign the form.
13. **CONTACT NO.:** Enter a phone number where you can be reached in case we have questions.

SUBMIT THE FORM TO:

Brown Mail: #L1540

Email: AC.Payroll@ventura.org

Mail: Auditor-Controller's Office, Attn: Payroll Services, 800 So. Victoria Avenue, Ventura, CA 93009-1540

Payroll Services - Questions: 805-648-9292

Forms, Policies and Procedures, and Information Session materials are available at the following locations:

Internet: <http://www.ventura.org/auditor-controller/payroll-information>

Intranet: <http://acweb/index.php/forms/payroll-forms>