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| **COUNTY OF VENTURA** | **PAYROLL SERVICES****REQUEST FOR PAYMENT****OF****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** |
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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. 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. The County Executive Office will notify the Auditor Controller’s Office of any employee who has submitted a “Notice of Intent to Retire” to coordinate the cash in lieu of leave hours 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.  |
| I am requesting to receive cash in lieu of leave hours in the amount of *(#of hours)*:  |  |  |
| ***Enter requested number of hours*** |
| Requested payment date *(check one)*:  | ❑ Next available biweekly pay date | ❑ Other\*:  |  |  |
|  |  |  | ***Requested Date*** |  |
| \*Note: 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. |
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| **EMPLOYEE SIGNATURE** | **DATE** |  | **CONTACT NO.** |  |
| **FOR AUDITOR-CONTROLLER USE ONLY** |
| Number of hours carried over from calendar year 2016: |  |  |
| Number of Hours accrued in calendar year 2017: |  |  |
| Number of hours used in calendar year 2017: |  |  |
| Union has adopted the Cash in Lieu of Leave policy:  | ❑ Yes | ❑ No |
| If the “*Requested Date*” is less than the date when partial or full current calendar year hours accrual would occurred, confirm the employee has submitted a “Notice of Intent to Retire” with CEO-HR.Confirmation of “Notice of Intent to Retire” election received from CEO: 2017  | ❑ Confirmed |  |
| Employee qualifies to purchase cash in lieu of hours for calendar year: 2017 | ❑ Approved | ❑ Disqualified |
| Comments: |