



COUNTY OF VENTURA

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



OFFICE OF THE
AUDITOR-CONTROLLER

Return completed form to: Auditor-Controller, Brown Mail #1540 805-654-2900

Table with 5 columns: 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.

I Elect Cash in Lieu of Leave Hours. I elect to receive cash in lieu of leave hours for the calendar year specified above. Enter the number of elected hours.

I Waive Cash in Lieu of Leave Hours. I waive my right to receive cash in lieu of leave hours for the calendar year specified above.

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."

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

Hardship Election. I elect to receive cash in lieu of leave hours for calendar year specified above due to financial hardship. 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.

EMPLOYEE SIGNATURE, DATE, CONTACT NO.

FOR AUDITOR-CONTROLLER USE ONLY

Dept ID: Union Code: Employee qualifies to purchase cash in lieu of hours for specified calendar year: [] Approved [] Disqualified Reason: