



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

Table with 8 columns: FIRST NAME, M/I, LAST NAME, AUTHORIZATION DATE, EMPLOYEE ID NO., DEPT CODE, UNION CODE, EE CLASS

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.

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.

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: