

## 2023 Employee Leave Cash Out Request Form

Bargaining Units 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21  
Vacation/Annual Leave Cash Out Program

1. Employee Name:

2. Division/Facility:

3. Employee CBID:

4. Classification:

5. Employees must return this election form to the personnel office by

in order to participate in the Vacation/Annual Leave Cash Out Program for fiscal year 2022-23. Employees who elect not to participate must also return the form. Eligible employees in the above bargaining units may elect to cash out up to a maximum of 160 hours for bargaining unit 2 or 80 hours for all other bargaining units of unused vacation/annual leave or less as authorized by the department.

6. Please choose the applicable election below:

- I elect not to participate in the Vacation/Annual Leave Cash Out Program for fiscal year 2022-23.
- I elect to participate in the Vacation/Annual Leave Cash Out Program for fiscal year 2022-23 and certify that I have the available leave balances.

I request to cash out the following:

Vacation Hours:  Annual Leave Hours:  Total hours to be cashed out:

Payments made in 2023 will be included in the W-2 forms for Tax Year 2023. Payments will not be subject to deductions for retirement. Payments will be subject to the following deductions/withholdings:

Federal Tax Withholding:	22%	FICA (if applicable):	6.2%	SDI (if applicable):	0.9%
State Tax Withholding:	6.6%	Medicare(if applicable):	1.45%		

Note: For wages or compensation in excess of \$200,000 in the calendar year, an additional 0.9% Medicare deduction will be withheld.

7. I make this election freely and voluntarily and hereby waive any right to change the option selected once processing begins.

Signature of Employee

Date

Employee Name (Printed)

Telephone Number

cc: , Employee's Supervisor