

2023 One-Time Employee Leave Cash Out Request Form
Bargaining Unit 6, Represented and Related Classifications

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 One-Time Employee Leave Cash Out Program. Eligible employees who elect not to participate must also return the form. R06, M06, S06 and eligible E97, E98, E99, M01 employees related to Bargaining Unit 6 may elect to cash out up to a maximum of 80 hours of unused compensable leave.

6. Please choose the applicable election below:

☐ I elect not to participate in the One-Time Employee Leave Cash Out Program.

☐ I elect to participate in the One-Time Employee Leave Cash Out Program and certify that I have the available leave balances.

I request to cash out the following:

Vacation: Annual Leave: CTO: Holiday Credit:

Personal Holiday (converted to hours): Voluntary Personal Leave (VPLP):

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

Employee Name (Printed)

Telephone Number

Date

cc: , Employee's Supervisor