

**PUBLIC HEALTH TRUST/JACKSON HEALTH SYSTEM  
PERSONAL LEAVE CASH-OUT FORM**

This plan qualifies under Section 457(e)(11)(A)(i) of the Internal Revenue Code of 1986, as amended "IRC" and IRC section 409A(d)(1)(B). To cash out Personal Leave time, first determine your annual PL accrual on a calendar year basis. When electing cash-out, remember to factor in the number of days that you will need to use for legal holidays and personal time off in order to avoid being in an Out of Pay status the following year. The percentage of cash out hours vs. calendar year accrual will automatically be separated from the normal accrual bucket and put into the cash-out bucket on a bi-weekly basis. **You must have at least 80 hours of PL time as of the last pay period in November of Election Year to be eligible for Cash-Out.**

Cash-Out requests must be received by HRCM between December 1-21 of the **Election Year** (the year in which the request is made). Employee will receive Cash-Out payments in the last paycheck in December of the **Accrual Year** (the year following the year in which the request is made), at the rate of pay at the time of payment. Employees with less than 10 years of continuous service may cash out 40-160 hours. Employees with 10 years or more of continuous service may cash out up to 240 hours. Employee may not utilize hours in cash-out bucket for any reason during regular employment. **Please be aware, that a negotiated change in the pertinent sections of the union contracts may result in the revocation of all elections of personal leave cash-out time. The Public Health Trust has the right at anytime to revoke elections to cash-out personal leave time for all non-union employees. If the Public Health Trust revokes the election of cash out time, the personal cash out time will be restored to the employee's Personal Leave bank.**

**Employee must fill out Sections 1 and 2, sign and date form. Forms will be signed by HRCM to confirm approval.**

<b>SECTION 1. EMPLOYEE INFORMATION (Please Print)</b>				
Last Name	First Name	MI	Social Security Number (Last 4 Digits)	Cost Code
Company	Job Title	Work Location	Work Phone	Home Phone
<b>SECTION 2. PERSONAL LEAVE TIME CASH-OUT HOURS REQUESTED</b>				
Number of PL Hours to Cash-Out (to be determined by employee)	Election Year	Accrual Year		
	2012	2013		

**Signing below confirms that you have read both the front and back of this form and fully understand and accept the terms stated. Employee must understand that by signing this form, he/she has made an irrevocable decision (cannot be changed) as to the amount of hours (percentage) to Cash-Out, which will be paid in the last pay period in December of the Accrual Year at the rate of pay at the time of payment.**

Employee Signature: _____	Date: _____
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HRCM Benefits Approval: Yes <input type="checkbox"/>	No <input type="checkbox"/>	Reason (If Denied): _____
Processed By: _____	Date Processed: _____	

## INSTRUCTIONS

1. Employee determines annual Personal Leave accrual on a calendar year basis.
2. Employee must have at least 80 hours of unused Personal Leave time as of the Election Year to be eligible for a voluntary cash-out election.
3. The Election Date is December 1-21 of any calendar year "Election Year" to be eligible for a voluntary cash-out election.
4. All elections are **irrevocable (cannot be changed)** once made. Employees **cannot** increase or decrease the number of Personal Leave hours they will cash out after December 21 of the Election Year.
5. When electing cash-out, employee **must factor** in number of hours that will be used for legal holidays (88 hours) and personal time off in order to avoid being out of pay status the following year.
6. Cash-Out payments are subject to withholdings of Income Tax, Medicare Tax, and Social Security tax.
7. Balances in Cash-Out bucket **will only be paid out before** December of the Accrual Year, if employee **terminates employment** before that time.
8. Employee **may not utilize** hours in cash-out bucket for **any reason** during regular employment.
9. Cash-Outs will be recorded as retirement earnings.
10. Cash-Out payment will be received in the last paycheck in December of the Accrual Year at the rate of pay at the time of payment.