

EMPLOYEE BENEFITS

County of Riverside Human Resources

Great Benefits For A Great Place To Work



Employee Benefits Division

Notification of Retirement – Intent to Use Leave Accruals in Lieu of Mandatory Furlough

Management, Confidential, Unrepresented,
DDAA, and MLX Employees Only

Employees covered under the Management Resolution, please complete this form if you plan to retire during any fiscal year in which mandatory furloughs have been authorized and you wish to use your eligible leave accruals to cover mandatory furlough. You will still be required to furlough but may use any banked leave, except sick leave, to receive payment for mandatory furlough hours. None of the leave hours paid for this purpose will be considered in determining your eligibility for overtime.

**Please complete this form and fax to (951) 955-8538 to the attention of the Retirement Division.
Retain a copy for your records and give the original to your Department Representative.**

Section 1 – Employee Information

Employee #	Last Name	First Name		
Social Security #	Date of Birth	Home Telephone		
Home Mailing Address		City	State	Zip Code
Date of Hire	Date of Retirement	E-mail Address		

Section 2 - Leave Election and Signature

Leave Hours in Lieu of Mandatory Furlough – You may elect to receive the current value of your accrued vacation, extra vacation and/or annual leave up to the amount required to cover income loss due to Mandatory Furlough. Any remaining accrued vacation, extra vacation and/or annual leave, including any vacation and/or annual leave accrued between now and your retirement date, will be processed in accordance with the provisions outlined in the Management Resolution.

You may elect to receive a retroactive adjustment of your vacation, extra vacation, and/or annual leave up to the amount required to cover income loss due to Mandatory Furlough back to July 1, 2009.

In the event that I do not retire prior to the end of the fiscal year following my election to use leave in lieu of mandatory furlough I hereby authorize the County of Riverside Retirement Division to process a payroll deduction to recover any leave accruals issued to me in lieu of mandatory furlough. This form can be faxed to (951) 955-8538 or sent via Mail Stop 1150.

Vacation:

Extra Vacation:

Annual Leave:

Holiday:

Comp Leave:

Retroactive Vacation:

Retroactive Extra Vacation:

Retroactive Annual Leave:

Retroactive Holiday:

Retroactive Comp Leave:

Total Number of Hours to Cash-out:

Employee Signature

Date