

# 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

SEIU Employees Only

Employees covered under the SEIU Terms and Conditions of Employment, 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

<b>Leave Hours in Lieu of Mandatory Furlough</b> – Employees who submit a letter of intent to retire from the County during any fiscal year in which mandatory furloughs have been authorized will still be required to furlough but may use any banked leave, except sick leave, to receive payment for their mandatory furlough hours. None of these leave hours paid for this purpose will be considered in determining eligibility for overtime.	<b>Vacation:</b>
	<b>Holiday:</b>
	<b>Comp Leave:</b>
	<b>Extra Vacation:</b>
You may elect to receive a retroactive adjustment of your vacation, holiday, comp leave, and extra vacation up to the amount required to cover income loss due to Mandatory Furlough back to July 1, 2009.	<b>Retroactive Vacation:</b>
	<b>Retroactive Holiday:</b>
	<b>Retroactive Comp Leave:</b>
	<b>Retroactive Extra Vacation:</b>
<b>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.</b>	<b>Total Number of Hours to Cash-out:</b>
_____ Employee Signature	_____ Date