



LOMA LINDA UNIVERSITY
HEALTH

December 6, 2018

To: LLUMC, LLUCH, LLUBMC, LLUSS & LLUHC Employees and LLU Staff

From: Mark Hubbard, Senior Vice President

Re: Change to 2019 Paid Leave Cash Out Policy

Here's What's Happening: This week we announced a significant change to our paid leave cash out policy for 2019. In response, employees have expressed two concerns. First, some employees who are close to the maximum paid leave accrual limit are concerned that they may not be able to take vacation time during the first six months of 2019 and as a result, will stop accruing paid leave. Secondly, some employees have exhausted the current annual cash-out limit of 80 hours and were planning to cash out additional leave in January 2019.

Solution Provided: To address these employee concerns; two changes are being implemented.

- **The maximum paid leave accrual limit is being increased to 400 hours effective with the first pay period of 2019.** This means that all employees will continue to accrue additional hours of paid leave in the new year.
- **All employees will be allowed to cash out up to 80 hours of paid leave before year-end.** This change means that any employee who has already cashed-out paid leave earlier in the year may cash-out an additional 80 hours of paid leave. [Click Here](#) for instructions on how to cash out paid leave in 2018.

Paid leave cash out requests will continue to be processed under the current policy through the last pay period of 2018. For LLUMC, LLUCH, LLUBMC, and LLUSS, the last opportunity for 2018 paid leave cash outs will be with the pay period ending 12/15/18. For LLU and LLUHC, the last 2018 cash out opportunity will be with the pay period ending 12/22/18. To cash-out paid leave hours during 2018, employees must submit CPL-Cash Out Paid Leave within policy limitations utilizing the time and attendance system.

New Cash Out Policy: For 2019, employees who want to cash out part of their paid leave will need to submit an annual/one-time, irrevocable election to cash out paid leave hours that are accrued during 2019. Hours that are carried over from the previous year are not eligible to be cashed out in the new election year but these hours will remain in the employee's leave bank, available to cover employee time off work.

The 2019 paid leave cash-out election form is available on-line at:

https://liquidoffice.llumc.edu/lfserver/Paid_Leave_Cash_Out_Election_Form

This form must be completed on-line and submitted electronically to the Payroll Department during the month of December 2018. Any forms received after 12/31/18 cannot be accepted.

Under the new 2019 policy, paid leave cash out elections will be processed in July and December. Paid leave cash outs will be limited to a maximum of 80 hours per year and require that the employee maintains at least 80 hours of paid leave at the time the cash out is processed. Up to 40 hours of the requested cash out will be processed with the regular on-cycle payroll during the first pay period ending in July. If the employee has elected to cash out more than 40 hours of paid leave, the employee will receive the remaining cash out election up to 40 hours during the first pay period ending in December. If the employee's paid leave balance (above 80 hours) is less than the cash out election, or if the employee does not accrue enough 2019 paid leave to cover the cash out, only the available hours will be paid.

Questions: Please contact Payroll at Payroll@llu.edu or call 909-651-4004 or extension 14004.