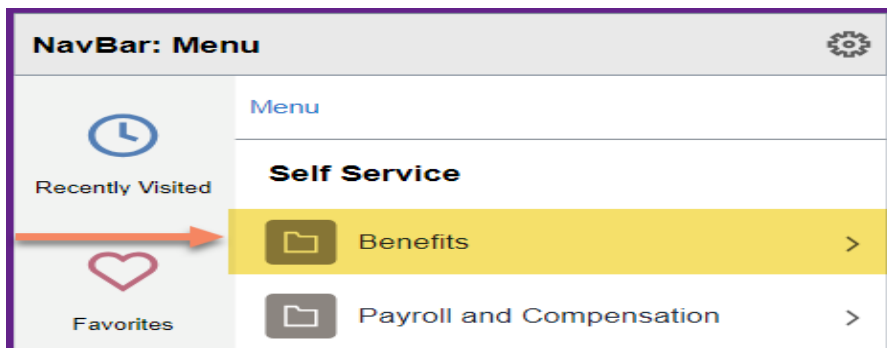
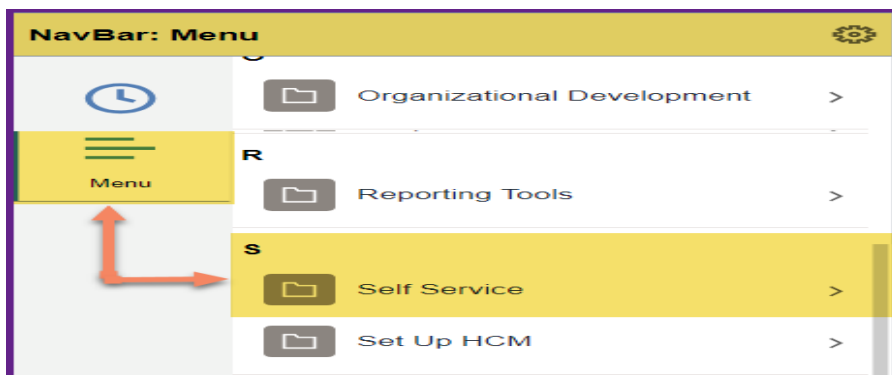
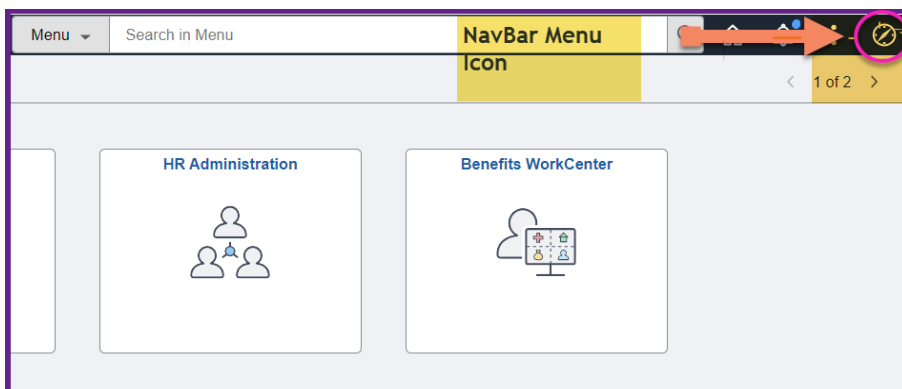
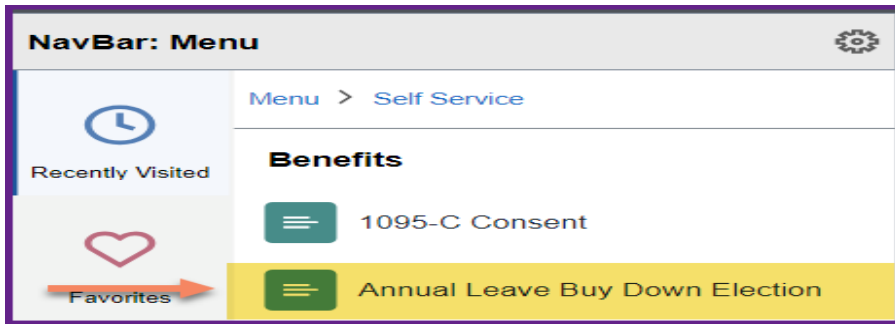


Annual Leave Buy Down Pre-Designation Instructions

To Make an Election During the Annual Open Enrollment Period

1. Log in to PeopleSoft Employee Self-Service.
2. Using the NavBar Menu Icon (see below) on the upper right section of your screen follow the following path:
Menu > Self Service > Benefits > Annual Leave Buy Down Election.





3. You will be taken to the Annual Leave Buy Down Election page where you can make your election and select from the available three options.
- You may also access this link from the Open Enrollment tile when the Health Annual Open Enrollment period is open.

< Employee Self Service
Annual Leave Buy Down Election

Welcome to the County of Riverside
Annual Leave Buy Down Pre-Designation Program
For Calendar Year
2024

You must complete and submit your irrevocable Annual Leave Buy Down Pre-Designation Agreement during the open enrollment period. Your elections are based on the hours you will earn from pay period 1 through pay period 24 of the following year. When making your election, consider how many hours you may need to use for vacation, minor illnesses, or other unforeseen occurrences in the upcoming year. All Annual Leave Buy Down elections will be subject to budget availability.

[Annual Leave Buy Down Pre-Designation Program Guidelines \(click here to find out more\)](#)

Employee ID: Rv Aibd Agmt

Amount expected to accrue by the start of pay period 25 of the calendar year specified above. Please Note: The amount you accrue may be impacted by any unpaid time taken and the max accumulation allowed. Estimated Hours: 251

I elect to buy down the following amount of annual leave hours (cash in lieu) in the calendar year specified above (up to a max of 160 hours). By doing so, I understand this election is irrevocable for the specified calendar year. The first Annual Leave Buy Down will be paid out in pay period 12 up to 80 hours (subject to year to date earned). Any remaining elected hours will be paid out in pay period 25 provided the amount elected has been earned. All Annual Leave Buy Down elections exceeding 80 hours will be subject to Department Head approval.

Enter the number of elected hours to be cashed out: Estimated Value (Based on your current hourly rate): \$0.00
(Must not exceed the lesser of the amount expected to accrue or max of 160 hours)

I elect to buy down the following amount of annual leave hours and have it all or partially deferred into my 457(b) Deferred Compensation Plan (complete deferral section below) in the calendar year specified above. By doing so, I understand this election is irrevocable for the specified calendar year. The first Annual Leave Buy Down will be paid out/deferred in pay period 12 up to 80 hours (subject to year to date earned). Any remaining elected hours will be paid out/deferred in pay period 25 provided the amount elected has been earned. All Annual Leave Buy Down elections exceeding 80 hours will be subject to Department Head approval.

Enter the number of elected hours to cash out/defer: Estimated Value (Based on your current hourly rate): \$0.00
(Must not exceed the lesser of the amount expected to accrue or max of 160 hours)

457 EMPLOYEE DEFERRAL

Complete the appropriate boxes below, with the amount you authorize to have deducted from your annual leave buy down. Note 457 Deferrals are subject to the annual IRS limits.

This will be a one-time deferral to occur in pay periods 12 and/or 25 of the calendar year specified above in addition to any existing deferral(s) currently in place.

	Regular Deferral Amount	50+ Catch-Up Deferral Amount
457 Pre-Tax Contribution:	\$ <input style="width: 80px;" type="text" value="0.00"/>	\$ <input style="width: 80px;" type="text" value="0.00"/>

4. If you are electing to buy down Annual Leave and receive cash or to defer all or a partial amount of your Annual Leave to your 457(b) Deferred Compensation Plan, you must enter the number of Annual Leave hours you are electing to buy down. This amount must not exceed the lesser of the amount of Annual Leave expected to accrue from pay period 01 up to the start of pay period 25 for the specified calendar year or the max of 160 hours.

Employee ID:

Amount expected to accrue by the start of pay period 25 of the calendar year specified above. Please Note: The amount you accrue may be impacted by any unpaid time taken and the max accumulation allowed.

Estimated Hours: 251

- I elect to buy down the following amount of annual leave hours (cash in lieu) in the calendar year specified above (up to a max of 160 hours). By doing so, I understand this election is irrevocable for the specified calendar year. The first Annual Leave Buy Down will be paid out in pay period 12 up to 80 hours (subject to year to date earned). Any remaining elected hours will be paid out in pay period 25 provided the amount elected has been earned. All Annual Leave Buy Down elections exceeding 80 hours will be subject to Department Head approval.

Enter the number of elected hours to be cashed out: **Estimated Value (Based on your current hourly rate): \$0.00**
 (Must not exceed the lesser of the amount expected to accrue or max of 160 hours)

- I elect to buy down the following amount of annual leave hours and have it all or partially deferred into my 457(b) Deferred Compensation Plan (complete deferral section below) in the calendar year specified above. By doing so, I understand this election is irrevocable for the specified calendar year. The first Annual Leave Buy Down will be paid out/deferred in pay period 12 up to 80 hours (subject to year to date earned). Any remaining elected hours will be paid out/deferred in pay period 25 provided the amount elected has been earned. All Annual Leave Buy Down elections exceeding 80 hours will be subject to Department Head approval.

Enter the number of elected hours to cash out/defer: **Estimated Value (Based on your current hourly rate): \$0.00**
 (Must not exceed the lesser of the amount expected to accrue or max of 160 hours)

457 EMPLOYEE DEFERRAL

Complete the appropriate boxes below, with the amount you authorize to have deducted from your annual leave buy down. Note 457 Deferrals are subject to the annual IRS limits.

This will be a one-time deferral to occur in pay periods 12 and/or 25 of the calendar year specified above in addition to any existing deferral(s) currently in place.

	Regular Deferral Amount	50+ Catch-Up Deferral Amount
corebridge financial		
457 Pre-Tax Contribution:	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
ROTH After-Tax Contribution:	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
Nationwide		
457 Pre-Tax Contribution:	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
ROTH After-Tax Contribution:	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

Difference of Estimated amount and Deferred Distribution amount to be paid out in cash: \$0.00

- If you are electing to defer all or a partial amount of your Annual Leave to your 457(b) Deferred Compensation Plan, you must also complete the 457 Employee Deferral section with the dollar amount you wish to defer and the account the deferred amount is to be deposited to. You may defer into one or more open accounts.
- Read the Employee Acknowledgement and when you are ready to submit your election, click the save button. Review the pop-up message, click okay, and then click submit acknowledging your election and agreement to the conditions. Otherwise, you may click Cancel to exit the page.

1 Read the Employee Acknowledgment.

Employee Acknowledgement

By submitting this Pre-Designation Agreement, I hereby acknowledge that I have read and accept the following statements regarding my designation:

- I must complete and submit this irrevocable Annual Leave Buy Down Pre-Designation Agreement online during the annual open enrollment period. Once submitted it is irrevocable.
- Submitting this Annual Leave Buy Down Pre-Designation Agreement does not restrict my ability to use Annual Leave I accrue during the applicable calendar year.
- This Annual Leave Buy Down Pre-Designation is irrevocable. Elected hours will be automatically cashed out and added to my earnings for pay periods 12 and/or 25 of the applicable year and are subject to payroll deductions taken on earnings.
- All Annual Leave Buy Down elections exceeding 80 hours will require Department Head approval.
- All Annual Leave Buy Down elections are subject to budget availability.

2 Select Save to submit your election.

3 Review pop-up message and click submit.

Date and Time Stamp:

Entered by:

To Make a Change During the Annual Open Enrollment Period

1. Follow steps 1 through 3 above.
2. Click on Change Election on the bottom of the page.
3. Review the pop-up message, click okay.
4. If you want to proceed with entering a new Annual Leave Buy Down election, click on Enter New Election and follow steps 4 through 6 above. Otherwise, you may click Exit to exit the page.

To Review Your Election

1. Follow steps 1 through 2 above.
2. You will be taken to the Annual Leave Buy Down Election page where you can view your election. You will not be able to make any changes outside the Annual Open Enrollment Period.