June 28, 2021

Brett Zamora, Technical Director, Interim Executive Director 1309 Skycrest Drive #6 Walnut Creek, CA 94595

## RE: Payout of Accrued Time

Mr. Zamora,

Pursuant to discussions between yourself and the Board of Directors for the CERTNA (California Electronic Recording Transaction Network Authority), please be advised that you will be receiving disbursements representing accrued leave for Vacation and Administrative Leave previously earned.

By Board resolution of June 23, 2021, CERTNA will direct San Bernardino County Payroll authorities to issue the following disbursements:

## CURRENT ACCRUALS AS OF JUNE 23, 2021:

Vacation: 542 hours @ \$64.19	\$34,790.98
Administrative Leave: 80 hours @ \$64.19	\$5,135.20
Estimated Total Value:	\$39,926.18

Per your request, of this Estimated Total Value, \$20,170.00 pre-tax dollars will be deposited into your established 401(k) account at XXXXXXX, Account Number XXXXXXX. The balance (estimated to be \$19,756.18 pre-tax dollars) will also be deposited into the same 401(k) account on the first business day of January 2022.

You will be required to provide a completed 401(k) Defined Contribution Change Form, which has been previously provided to you in an electronic format.

Your employment has been governed by the San Bernardino County Exempt Employee Ordinance ("Ordinance"). Pursuant to the Ordinance, at separation from County service for reasons other than death, all eligible employees are required to contribute the cash value of their unused sick leave balances to the County's Retirement Medical Trust at the rate of 80 percent of the cash value of unused sick leave hours, up to a maximum of 1,500 hours (Ordinance, Section 13.0613(k)(4)). Per the Ordinance, your remaining unused sick leave hours have no cash value. You will be receiving confirmation of the contribution to the Trust under separate cover.

If you have any questions or concerns, please do not hesitate to contact me.

Very Truly Yours,

Sean Saldavia

Board Chair, CERTNA

I agree to receive the above-described disbursements and have determined that the deposits into my established 401(k) account is where I prefer to have the monies go.

Brett Zamora