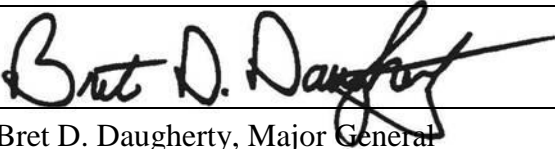




## Department Policy No. HR-232-10

<b>Title:</b>	Uniform Service Shared Leave Pool
<b>Authorizing Source:</b>	RCW: 41.04 and 43.79 WAC: 357-31-640 through 357-31-725
<b>Information Contact:</b>	Human Resource Director Building #33 (253) 512-7522
<b>Effective Date:</b>	May 1, 2010
<b>Mandatory Review Date:</b>	July 12, 2020
<b>Revised:</b>	July 12, 2016
<b>Approved By:</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

### Purpose

The purpose of the Uniformed Service Shared Leave Pool (USSLP) is to provide a means for employees to donate leave to be used as shared leave by state employees called to service in the uniformed services and that meet the requirements of [RCW 41.04.665](#).

### Scope

This policy/procedure is applicable to all state employees. It does not apply to contractors, vendors, customers/clients, National Guard personnel on state active duty or federal personnel to include Active Guard Reserve (AGR), traditional guard personnel in a federal military status, or military technicians.

### Policy

- A. The Military Department will comply with the applicable WACs, RCWs, Collective Bargaining Agreements and Military Department Statewide USSLP program procedures pertaining to the USSLP.
- B. An employee may donate vacation leave, sick leave, or a personal holiday (in its entirety or in part) to the USSLP if they meet the following requirements and receive approval from the Military Department:

1. Vacation leave: The donation will not cause the donor's vacation leave balance to fall below 80 hours after the transfer. For part-time employees, requirements for vacation leave balances are prorated.
  2. Sick leave: The donation will not cause the donor's sick leave balance to fall below 176 hours after the transfer.
  3. Personal holiday: The donating employee's supervisor approves the employee's request to donate all or part of their personal holiday to the USSLP.
- C. An employee is eligible to receive shared leave from the USSLP if leave is available in the USSLP and the employee meets the following criteria:
1. The employee is called to service (voluntarily or involuntarily) in the armed services;
  2. The employee has depleted or will shortly deplete their paid military leave, compensatory time, vacation leave, and personal holiday;
  3. The employee has abided by agency policies regarding military leave; and
  4. The employee's monthly military salary [\[as defined in WAC 357-31-650\(4\)\]](#) is less than their state monthly salary [\[as defined in WAC 357-31-650\(5\)\]](#). The use of leave is intended to "make up" the difference between the salaries, not to provide for additional compensation in excess of the military salary.
  5. Up to eight (8) hours per month may be used from the USSLP, for the purpose of continuing the employee's benefit coverage under PEBB regardless of the employee's state and military salary.
- D. Participation in the USSLP, must be voluntary on the part of the donating and receiving employee.
- E. Employees who donate leave to the USSLP may not rescind their donations.
- F. Leave donated to the USSLP is withdrawn from the pool by employees according to the statewide USSLP procedures. Employees who wish to donate leave to specific employees should consider donating leave under the Shared Leave portion of the Agency's Leave Procedure (#HR-218a-10).
- G. The Military Department will investigate any alleged abuse of the USSLP and on a finding of wrong doing, the employee may be required to repay all of the shared leave received from the pool.

## **Procedures**

These procedures establish the processes for donating, applying and/or receiving leave through the USSLP.

- A. Donating leave to the USSLP:

1. Employees: Employees donating shared leave to the USSLP, complete and submit the [USSLP Leave Donation Form](#) to the State Human Resource Office.
2. Human Resource Office: Approve or deny the request, notify the employee of the decision, and provide a reason if denied.
3. Payroll Office: Process the leave transfers to the (USSLP). Once the leave is transferred, the employee can not cancel the request.

B. Applying and Receiving Leave from the USSLP

1. Employee: Complete the [USSLP Recipient Coordination Form](#), attach required forms/documents, and submit to the Human Resource Office.
2. Human Resource Office Designated Shared Leave Staff:
  - a) Approve or deny the request ensuring compliance with applicable WACs, RCWs and Collective Bargaining Agreements.
  - b) Ensure receipt of the following items (if not submitted with the request).
    - USSLP Recipient Coordination Form
    - Copy of Military Orders
    - Copy of a recent Military Leave and Earnings Statement (LES)\*
    - Copy of most current state leave and earnings statement
  - \*Uniformed Service Members, who are unable to provide verification of pay prior to their military service, must provide verification after they received their first LES. Money available to the service member under this program will be held until verification of military compensation is received.
  - c) Forwards to the Payroll Manager for approval and processing.
  - d) Payroll Manager Reviews documents for completeness and determines if employee is eligible to receive shared leave following applicable WACs, RCWs, Collective Bargaining Agreements and Military Department Statewide USSLP procedures. Notifies the employee of the decision and provides a reason if denied.
  - e) Payroll Manager Processes Uniformed Service Leave requests in accordance with the Military Department's statewide USSLP procedures that can be found on the Military Department's website at <http://mil.wa.gov/uniformed-service-shared-leave-pool>.