



UNIFORMED SERVICE SHARED LEAVE POOL POLICY

(PROVIDED ONLY FOR USE AS A SAMPLE)

TITLE:	Uniformed Service Shared Leave Pool
APPLIES:	TO ALL GENERAL GOVERNMENT AND HIGHER EDUCATION STATE EMPLOYEES
LAWS:	RCW: 41.04 and 43.79
WACS:	357-31-640 THROUGH 357-31-725
BACKGROUND & LIMITATIONS:	WAC Chapter 357-31 sets forth the requirements for the Uniformed Service Shared Leave Pool.
EFFECTIVE DATE:	October 1, 2007

**Signature of Agency Director or Higher Education Institution
President**

DISCLAIMER: This policy and/or procedure is intended only as a sample. Adoption of any human resource policies or procedures should only be made after reviewing all governing statutes, rules and other relevant materials. In addition, each employer should consider consulting with agency human resource professionals, legal counsel, and appropriate policy decision authorities prior to development or adoption.

General Provision:

The purpose of the Uniformed Service Shared Leave Pool is to allow employees to donate leave to be used as shared leave for any employee who has been called to service in the uniformed services and who meets the requirements of RCW 41.04.665.

Purpose:

The purpose of this policy is to address the Uniformed Service Shared Leave Pool.

Policy:

WAC 357-31-655 requires each employer to develop a written Uniformed Service Shared Leave Pool policy.

Administration: The Uniformed Service Shared Leave Pool will be administered by the Military Department in consultation with the Department of Personnel and the Office of Financial Management.

Eligibility Requirements: An employee is eligible to receive shared leave from the Uniformed Service Shared Leave Pool if the employee's monthly military salary (as defined in WAC 357-31-650) is less than the employee's state monthly salary (as defined in WAC 357-31-650). However, up to eight hours per month may be used from the pool, for the purpose of continuing medical benefits regardless of the employee's state and military salary.

Donation of Leave to the Pool: An employee who is eligible to donate leave under WAC 357-31-685 may donate leave to the Uniformed Service Shared Leave Pool.

There are some limits to keep in mind for employees who are considering donating leave to the Uniformed Service Shared Leave Pool.

1. *Vacation leave:* An employee's request to donate leave may not cause his/her vacation leave balance to fall below eighty (80) hours after the transfer. For part-time employees, requirements for vacation leave balances are prorated.
2. *Sick leave:* An employee's proposed donation of sick leave may not cause the employee's sick leave balance to fall below one hundred seventy-six (176) hours after the transfer.
3. *Personal holiday:* An employee may donate all or part of his or her personal holiday.

Contact the (employer name) human resource office if you would like to donate leave to the pool.

Use of Pool Leave: An employee who has been called to service in the uniformed services and is eligible for shared leave under RCW 41.04.665 may request shared leave from the Uniformed Service Shared Leave Pool. Contact the (employer name) human resource office if you would like to request shared leave from the Uniformed Service Shared Leave pool.

Shared leave received from the Uniformed Service Shared Leave Pool is not included in the 261 days limit specified in RCW 41.04.665.

Abuse of the Pool: (Employer Name) shall investigate any alleged abuse of the Uniformed Service Shared Leave Pool and on a finding of wrongdoing, the employee may be required to repay all of the shared leave received from the pool.

Donating Leave to a specific employee: Leave donated to the Uniformed Service Shared Leave Pool is withdrawn from the pool by employees according to procedures established by the Military Department. Employees who wish to donate their leave to a specific employee should consider donating leave under the Leave Sharing Program described in RCW 41.04.665. Contact the (employer name) human resource office for more information on the Leave Sharing Program.