

## SICK LEAVE FOR VOLUNTEER SERVICE - FREQUENTLY ASKED QUESTIONS

### Employee Questions

#### **Who can use this benefit?**

All employees covered by the master labor agreement, other union contracts as they ratify this option, and all non-represented employees.

#### **What counts as volunteering?**

Gifts of time, labor, and/or expertise in support of community initiatives without compensation, which directly benefit the community beyond our immediate selves and families, and result in improvements to our local or global community.

Examples of volunteer service include:

- Packing or distributing food at a food bank
- Judging a science fair
- Assisting as part of a search and rescue team
- Walking dogs at an animal shelter
- Mentoring as part of an official volunteer program.
- Building a house or cleaning up a park

#### **What does NOT count as volunteering?**

Some examples include:

- Political activities and campaigning
- Direct fundraising or sales, (This is different than fundraising in the context of the Annual Giving Drive.)
- Time spent fostering an animal in your home

For questions, please contact the Employee Giving Program at [employeegiving@kingcounty.gov](mailto:employeegiving@kingcounty.gov)

#### **Where can I volunteer?**

At (or at the request of) a nonprofit that is part of the Employee Giving Program and eligible for the program year the volunteer service is going to take place or a local school. Specific branches or offices may further



# King County Employee Giving Program

restrict organizations. For example, all volunteer requests at District Court should go through the Office of the Presiding Judge for approval.

## **How do I know if an organization I want to volunteer with is in the program?**

You can look them up on the website [KCEGP Nonprofits](#)

## **If an organization is not in the program, how do I get them in?**

[Refer](#) them to apply during the nonprofit application cycle that happens every spring. For example, nonprofits that applied and met the eligibility requirements by April 25, 2018 will be eligible for volunteering beginning September 2018. [Fill out this form to refer a nonprofit.](#)

## **I want to volunteer at a school. Does it need to be part of the Employee Giving Program?**

No, King County Code and the Master Labor Agreement separately calls out local schools and schools attended by employees' children as a volunteering option separate from EGP eligible nonprofits. However, getting into the program may provide further benefits to the school, such as donations and speaking opportunities.

## **Can I volunteer at any school, or only one my child currently attends?**

King County Code and the master labor agreement was expanded to include any local school, not just your child's school.

## **When can I start volunteering for my nonprofit?**

Employees may use this benefit beginning June, 2018. [See time reporting procedures here.](#)

## **Can my team do a volunteer engagement together for a nonprofit?**

Yes, work groups may do volunteer engagements as a team, as long as it is truly voluntary for everyone involved and the volunteering meets all of the other requirements of the program.

## **Can I volunteer for other parts of King County or other government agencies who might not strictly be non-profits?**

If they are in the KCEGP, yes. For example, King County Parks and Regional Animal Services of King County both have specific opportunities for people to volunteer.

## **How do I find opportunities to volunteer?**

On the KCEGP website [www.kingcounty.gov/giving](http://www.kingcounty.gov/giving)

 **King County**  
**Employee Giving Program****Is my volunteer service tracked or shared?**

Yes, for reporting and recognition purposes we track volunteer time. All data will be presented in aggregate. Your information will not be shared without your permission.

**What is the minimum commitment that counts as a day of volunteering?**

Employees are allowed three instances of volunteering in a calendar year, regardless of the number of hours used in any instance. Each instance cannot be longer than one normal work day. Exactly how many hours are used in a specific instance is determined by Departments, following their current practices. We encourage employees to volunteer at least half day to maximize use of this benefit since it is limited to three instances. However, smaller increments may be allowed with supervisor approval.

**How do I request to take volunteering time?**

Request in advance using your department's absence request process or the Employee Giving Program Leave Request form on the [Leaves Administration website](#).

**My manager has requested written proof of my volunteering service. What do I need to provide?**

Use the verification portion of the Sick Leave for Volunteer Service request form on [Leaves Administration website](#).

**Is there a minimum sick leave balance I need to have to be able to use some for volunteering?**

You must have the time you want to take available in your sick leave balance when you take it.

**Can someone donate sick leave hours to me to use for volunteering?**

Yes, other employees may donate up to 25 hours of sick leave per calendar year to other employees. [Leave donation form](#).

**Can I donate my volunteer service days to someone else?**

No, you may not transfer your volunteer service days to someone else.

**Do I need to deplete my vacation hours in order to use donated sick leave for volunteering?**

No, this is an additional use of the sick leave hours you already have available to you.

**Where can I see my balance of how many volunteering days I have?**

Self-service is not currently available, however you can always ask your payroll administrator to run a report for you.

## Manager Questions

### **An employee I supervise has requested to use sick leave for volunteering. Can I say no?**

As with all leave requests, time-off needs to be balanced with business requirements. This provision should be approached with your work unit just as a vacation request would.

### **How can I find out an employee's balance of volunteering days?**

There will be a query available for payroll administrators to run to see how many days have been used. Because it is linked to a reason code and not a specific Time Reporting Code, it is not possible to see on a paycheck.

### **What kind of proof of service can I request from the employee I supervise?**

You may request in advance that the employee verify the service once it is completed. We have a [form available here](#) that the employee can use.

### **Who do I have to notify that an employee is volunteering, and how?**

When your employee submits their volunteering request, please notify the Employee Giving Program by sending an email with a copy of the request to [employeegiving@kingcounty.gov](mailto:employeegiving@kingcounty.gov). If not using the EGP standard form, please include a copy of the leave request and the following information: Nonprofit name and four digit KCEGP code.

## Reference Links

King County Employee Giving Program (KCEGP) website [www.kingcounty.gov/giving](http://www.kingcounty.gov/giving)

KCEGP Volunteer Opportunities <https://www.kingcounty.gov/audience/employees/giving/donate.aspx>

Leaves Administration website <https://www.kingcounty.gov/audience/employees/benefits/leaves.aspx>