

# Employee-to-Employee Medical Leave Donation Form

Department of Human Resources (DHR) – Leave Administration Team



King County

The Employee-to-Employee Medical Leave Donation Program provides a method for employees to donate their own accrued leave to another comprehensive leave-eligible employee for a **FMLA/KCFML qualifying condition**.

## Donating employee completes top section

The recipient may be notified of your donation. If you wish to remain anonymous, check here

Employee Donating Hours: \_\_\_\_\_ Donor Department: \_\_\_\_\_

Employee Receiving Donation: \_\_\_\_\_ Department (if known): \_\_\_\_\_

How many hours do you wish to donate: \_\_\_\_\_ Vacation/Benefit Time: \_\_\_\_\_ Sick (25 hour limit): \_\_\_\_\_

Donating employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward partially completed form to your department Human Resource or Payroll Professional**

## Donating Employee Department Human Resource or Payroll Professional

Human Resource Professional/Payroll Name: \_\_\_\_\_ Donor PS ID#: \_\_\_\_\_

Donor Union: \_\_\_\_\_ Rate of pay: \$ \_\_\_\_\_ Value of Donation: \$ \_\_\_\_\_

**Department Director (or designee) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Forward partially completed form to receiving employee's department Human Resource Professional**

## Receiving Department Human Resource Professional

Human Resource Professional: \_\_\_\_\_ Receiving PS ID#: \_\_\_\_\_

Recipient Union: \_\_\_\_\_ Rate of pay: \$ \_\_\_\_\_ Converted hours: \_\_\_\_\_

*I have confirmed this employee has a current FMLA/KCFML qualifying condition and has provided a medical certification form (or simple documentation for bonding leave).*  **Yes (If no, do not process further)**

**Human Resource Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Director (or designee) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Forward signed form to:** [kc.enrollment@kingcounty.gov](mailto:kc.enrollment@kingcounty.gov) or mailed to the Benefits Office: **CNK-HR-0230**

### Important Information:

- Donations received under this program must be used for a FMLA/KCFML qualifying reason and receiving employee must exhaust all their own accrued leave before using donations (e.g., vacation leave, sick leave, benefit time leave, holiday banked leave, comp time, and executive leave).
- Visit the Donated Leave Frequently Asked Questions for details: [donated-leave-faq.ashx \(kingcounty.gov\)](https://www.kingcounty.gov/donated-leave-faq.ashx)
- Both recipient and donor must be comprehensive leave eligible employees (no short-term temporary, interns).
- All types of donations are converted to sick leave and placed into the employees donated sick leave bank.
- Sick leave donations have an annual maximum of 25 hours (A balance of 100 hours must exist after donation).
- Vacation/BT donations do not have an annual maximum, but recipient cannot exceed vacation carryover limit.
- Donated leave remains with the recipient (no reversion). Donation balances remaining at the time of separation, retirement, or death of the employee will expire and not be returned to original donors.
- Donations are strictly voluntary. Employees are prohibited from soliciting, offering, or receiving monetary or any other compensation or benefits in exchange for donated leave.
- No standardized form exists to request donations. To request donations, please speak with your supervisor.
- Donated leave hours are not reportable for retirement credits to Department of Retirement Systems (DRS).
- General questions: **Dept Human Resources/Timekeeper**. Processing questions: [kc.enrollment@kingcounty.gov](mailto:kc.enrollment@kingcounty.gov)