

Leave Administration Form | Uniformed Services Leave



Department of Human Resources Leaves Administration Team

Instructions

This form is used by employees to communicate active duty, active duty training or annual training uniformed services leave which includes, but is not limited to, the Armed Services, the Washington National Guard, and the United States Public Health Service Commissioned Corps and its reserve. Uniformed services and military leave are used synonymously throughout this document.

The employee (or Power of Attorney) should complete this form annually on October 1st, which is the beginning of the military fiscal year, and inform his or her Military Leave Coordinator of any schedule changes throughout the year. To request uniformed services leave, written or verbal notice is sufficient. Submission of this form and orders or training/drill schedules must be provided by the employee prior to **the beginning of leave in order to receive the following pay and/or benefits:**

- Up to 21 days of paid State military leave per RCW 38.40.060
- Supplemental pay when on active duty uniformed services leaves per KCC 3.12.260
- Medical, dental, vision, and basic life insurance benefits after being on uniformed services leave for over 30 days per KCC 3.12.262
- Continued earning of vacation and sick leave accruals while on uniformed services leave per KCC 3.12.262

The employee must complete a new form whenever the employee's rank/military pay increases, when first applying, and annually to the employee's agency Military Leave Coordinator (include Leave & Earning Statement when pay increases and annually).

To be completed by the Employee and forwarded to Military Leave Coordinator

Employee Name: _____ MIL Rank/Pay: _____ PeopleSoft ID: _____

Preferred contact method: _____ Military Service Date: _____

Military training (not active duty) that extends beyond 21 days each year is unpaid unless the employee uses their paid accruals. After the 21 days, how do you wish to use your paid accruals? (indicate 1st, 2nd, 3rd choice etc.)

___ Vacation ___ Executive ___ Compensatory ___ Benefit Time ___ Other _____

Annual Training/Drill- Scheduled dates of service:

OR

Active Duty/Training - Scheduled dates of service:

Active duty start date: _____

Active duty release date: _____

Anticipated return to work date: _____

I understand that before I receive pay and/or benefits, I must submit uniformed services orders or training/drill schedules plus my military rank/pay/years of service and that a delay in providing the documentation may delay my receipt of pay and/or benefits including the 21 days of State uniformed services pay, receiving County supplemental pay when on active duty uniformed services leave, receiving benefits (medical, dental, vision, life insurance) after being on uniformed services leave for over 30 days, and the continued earning of vacation and sick leave accruals while on uniformed services leave.

I understand that if I cannot be contacted due to my service in the uniformed services, I authorize King County to make pay and benefit decisions on my behalf with the understanding that all decisions may be reviewed upon my return and modified by me where appropriate and to the extent possible.

Employee's signature _____ Date signed _____

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Employee Resources

Benefits, Central Payroll and Retirement Office (BPROS)

Employees not receiving pay from King County may elect to self-pay for the following:

- Supplemental Life Insurance for up to 12 months
- Basic & Supplemental AD&D for up to 12 months
- Basic LTD for up to 18 months
- Flexible Spending Account up to 24 months

Employees are required to continue paying benefit premiums to maintain coverage (ATU PTTO and TEA-W2).

PeopleSoft Self-Service: <https://ess.kingcounty.gov/psp/SVCP1/SELFSERVICE/?cmd=login&languageCd=ENG&>

- W-4 forms
- Current benefit information
- Direct Deposit forms
- Requesting tax information
- Updating your address

Phone: 206-684-1556 Email: KC.Benefits@kingcounty.gov Website: www.kingcounty.gov/audience/employees/benefits

Washington State Department of Retirement Systems (DRS): Phone: 1-800-547-6657 Website: www.drs.wa.gov

Agency	Military Leave Coordinators
DAJD	Primary: Ramona Flores: 206-477-2353, Ramona.Flores@kingcounty.gov Backup: Wilena Montgomery: 206-477-2361, Wilena.Montgomery@kingcounty.gov
DCHS	Primary: Susan Churchill: 206-263-1293, Susan.Churchill@kingcounty.gov Backup: Bridget Tibbs: 206-263-8629, Bridget.Tibbs@kingcounty.gov
DES	Primary: Robert James: 206-263-9414, Robert.James@kingcounty.gov Backup: Lani Rosete: 206-477-9389, Lani.Rosete@kingcounty.gov
DJA	Primary: Teresa Bailey: 206-477-0768, Teresa.Bailey@kingcounty.gov Backup: Joy Fernandes: 206-477-0774, Joy.Fernandes@kingcounty.gov
DOA	Primary: Richard P. Watson: 206-263-2356, Richard.Watson@kingcounty.gov Backup: Alicia Warren: 206-263-2264, Alicia.Warren@kingcounty.gov
Transit	Primary: Nichole Wilson: 206-477-1777, Nichole.Wilson@kingcounty.gov Backup: Heather Cory: 206-477-5828, Heather.Cory@kingcounty.gov
DNRP	Primary: Lisa Aweeka: 206-263-1065, Lisa.Aweeka@kingcounty.gov Backup: Sue Ruiz: 206-477-3298, Sue.Ruiz@kingcounty.gov
DPH	Primary: Ma-Eyongerie Frambo: 206-263-3587, mframbo@kingcounty.gov Backup: Nicolae Horea: 206-263-8736, Nicolae.Horea@kingcounty.gov
KCSO	Primary: Christy Hammond: 206-263-2545, Christy.Hammond@kingcounty.gov Backup: Nicole Hall: 206-477-9729, Nicole.Hall@kingcounty.gov
KCIT	Primary: Shane Dickson: 206-263-2454, Shane.Dickson@kingcounty.gov Backup: Silvette Lee: 206-263-1348, Silvette.Lee@kingcounty.gov
DLS	Primary: Theresa Reynolds: 206-477-0380, Theresa.Reynolds@kingcounty.gov Backup: Megan Rulien: 206-263-8150, Megan.Rulien@kingcounty.gov
DPD	Primary: Meheret Woldetsadik: 206-263-0319, Meheret.Woldetsadik@kingcounty.gov Backup: Irma Van Buskirk: 206-263-9002, Irma.VanBuskirk@kingcounty.gov
Central Payroll	Primary: Nichole Garcia: 206-477-9433, Nichole.Garcia@kingcounty.gov Backup: John Rupprecht: 206-477-9475, John.Rupprecht@kingcounty.gov
Elections	Primary: Reeshema Lewis: 206-263-8413, Reeshema.Lewis@kingcounty.gov
District Court	Primary: Czar Peralta: 206-477-7716, Czar.Peralta@kingcounty.gov
County Council	Primary: Dianne Caffiere: 206-477-0978, Dianne.Caffiere@kingcounty.gov
PAO	Primary: Becky Gifford: 206-477-1204, Becky.Gifford@kingcounty.gov
Executive's Office	Primary: Seth Watson: 206-477-5330, Seth.Watson@kingcounty.gov Backup: Dan Grant: 206-263-9702, Dan.Grant@kingcounty.gov
Superior Court	Primary: Minerva Villarreal: 206-477-1535, Minerva.Villarreal@kingcounty.gov Backup: Gertrude Fuentes: 206-477-1529, Gertrude.Fuentes@kingcounty.gov

Verify active duty orders: <https://scra-w.dmdc.osd.mil/scra/#/home>

Locating service members or a mailing address: https://kb.defense.gov/app/answers/detail/a_id/344/related/1