

Leave Administration Form | Emergency Donation Donor

Department of Human Resources Leaves Administration Team



A new leave donation program has been created in response to the declared COVID-19 emergency/disaster and allows employees to donate sick and vacation to a central “bank” to support other employees in need. This program will run parallel to, and is not a substitution for, the existing donated leave process that is managed within the departments, which allows employees to donate directly to another employee. For more information visit: www.kingcounty.gov/audience/employees/emergency-information/Coronavirus/emergency-leave-donation

Donating Employee Completes this Section	
Employee donating leave: _____	Employee ID: _____
Department: _____	Division: _____
Donation Hours: _____	Vacation Hours: _____ Sick Hours: _____ Benefit Time (BT): _____
<i>By signing this form I understand that hours will be removed from my accrued leave banks and will not revert back to me.</i>	
Donating employee signature: _____	Date: _____

Agency Department Director (or Designee) – Only required if donating more than 80 hours of sick or vacation		
Name: _____	Signature: _____	Date: _____

Office Use Only	
Date form received: _____	Confirm eligibility to donate: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____
Date sent to BPROS: _____	Date hours processed in PeopleSoft: _____

Requirements for Donations:

1. The employee must be eligible for comprehensive leave benefits (this program is not available to short term temporary employees or interns).
2. Employee must use this form or the online form in PeopleSoft self-service to donate their own accrued sick and vacation leave.
3. Employees are limited to donating 80 hours of accrued sick leave and 80 hours of accrued vacation (or BTO time) per calendar year, unless the employee’s department director approves a greater amount.
4. Employees must maintain a minimum balance of 100 hours of sick leave after any sick leave donation is made.
5. Donations of leave to the Emergency Leave Donation Fund cannot be made to a specific employee but are placed in a single pool of donated leave. Use the existing *employee to employee donated leave form* to donate directly to another employee.

Emergency Donated Leave Fund Guidelines:

1. Hours donated to the Emergency Leave Donation Fund will be converted into dollars and then converted back to hours when awarded to an employee.
2. The maximum donation an employee can receive is two (2) weeks (based on the employee’s normally scheduled hours) in a calendar year. This may be revisited based upon the volume donations to the program.
3. The leave will be distributed on a first come, first served basis. Leave will be awarded in two week increments.
4. Until the Governor and the Executive have lifted the emergency orders related to the COVID -19 emergency, donated leave from this Emergency Leave Donation Fund will not be provided for leaves unrelated to the COVID-19 emergency.
5. Any remaining leave remaining in the Emergency Leave Donation fund after the COVID-19 emergency will be used for FMLA qualifying conditions.
6. Any COVID-19 donated leave remaining with the recipient after the emergency order has been lifted may be used for FMLA qualifying conditions.

Questions and completed forms can be emailed to EmergencyDonation@kingcounty.gov or sent by U.S. mail to: King County, 401 Fifth Ave, Suite #230, Seattle, WA 98104-2333 (interoffice mail: CNK-ES-0230).