

Leave Administration Form | Emergency Donation Request

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

Employee Requesting Donations for COVID-19 Event	
Employee requesting donation: _____	Employee ID: _____
Department: _____	Division: _____
I certify that I have met at least one of the qualifying reasons listed below and that I will only use the COVID-19 donations received for absences related to COVID-19. I acknowledge that if my certification is false, I may be disciplined and I will be asked to pay back any leave taken/funds received. I also understand donations not used within 60 calendar days will be reverted back to the central fund.	
Employee signature: _____	Date: _____
Office Use Only	
Date form received: _____	Confirm eligibility to receive: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: ____
Date forwarded to BPROS: _____	Date hours entered into PeopleSoft: _____

Requirements for Requesting Emergency Leave Donations:

1. The employee must be eligible for comprehensive leave benefits (not available to short term temporary or interns);
2. The employee must submit a request for donated leave (or a request should be submitted on the employee’s behalf by the supervisor, family, or payroll or HR staff);
3. The employee needs to have exhausted his or her own paid leave accruals, including compensatory time, Benefit Time, executive leave, and any donated leaves;
4. There is no retroactive application of donated leave for employees who have already exhausted their leave accruals; and
5. The employee must sign the request form attesting to meeting one of the following criteria (no need to specify reason):
 - a. The employee has been diagnosed with COVID-19;
 - b. The employee has a qualifying family member, who has diagnosed COVID-19 and the employee is caring for the family member;
 - c. The employee is someone who should be out of the workplace as enumerated in *the King County Temporary Leave and Telecommuting Policy*;
 - d. The employee is in a high-risk group that wishes to stay home and cannot telecommute; or
 - e. The employee’s child’s school or care center has been closed and the employee cannot telecommute.

Emergency Donated Leave Guidelines:

1. The maximum donation an employee can receive is two (2) weeks (based upon the employee’s normally scheduled hours) in a calendar year. Employees may request donations each calendar year.
2. The leave will be distributed on a first come, first served basis. Leave will be awarded in two-week increments.
3. 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.
4. Any leave remaining in the Emergency Leave Donation fund after the COVID-19 emergency will be used for FMLA qualifying conditions.
5. Donations must be used within 60 calendar days or they will be reverted. Employees may re-apply for the amount of hours removed and may be re-awarded based upon available funds and eligibility.

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).