

Leave Administration Form | Uniformed Services Payment Election



Department of Human Resources Leaves Administration Team

Instructions

This form is used by employees to communicate their call to active duty or annual training uniformed services leave. Uniformed Services Leave is defined as: *Payment Election Form Uniformed Services* 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.

The employee (or Power of Attorney) should complete this form annually on October 1st, which is the commencement of the military fiscal year, and inform his or her Uniformed Services 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 uniform service **only if the employee elects to receive the following pay and/or benefits:**

- Up to 21 days of paid uniformed services leave per RCW 38.40.060
- Differential 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
- Complete a new form whenever your rank/military pay increases and when first applying and annually to your Agency Military Leave Coordinator (include Leave & Earning Statement when pay increases and annually)

Orders are not required if the employee is using his or her own leave accruals or employee does not elect to receive certain pay or benefits associated with RCW 38.40.060, KCC 3.12.260, 3.12.262.

To be completed by the Employee and forwarded to Uniformed Services Leave Coordinator

Employee Name: _____ ML Rank/Pay: _____ PeopleSoft ID: _____
 Preferred contact method (address, email, etc.): _____ 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, 4th choice etc.)?
 ___ Vacation ___ Sick ___ Executive ___ Compensatory ___ Benefit Time ___ Other _____

To be completed by the Employee ONLY if they elect to receive military pay or benefits from King County

Annual Training/Drill- Scheduled dates of service:	OR	Active Duty - Scheduled dates of service:
_____ _____ _____	OR	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 uniformed services pay, receiving differential 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 Coordinator Information
DAJD	Primary: Cheryl Macoleni: 206-263-5594, Cheryl.Macoleni@kingcounty.gov Backup: Ramona Flores: 206-477-2373, Ramona.Flores@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: Tricia Morrison: 206-477-9441, Tricia.Morrison@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: Heather Cory: 206-477-5828, Heather.Cory@kingcounty.gov Backup: Que Mathis: 206-477-5405, Que.Mathis@kingcounty.gov
DNRP	Primary: Debbie Udycz: 206-477-4590, Debbie.Udycz@kingcounty.gov Backup: Cindy Burch: 206-477-5419, Cindy.Burch@kingcounty.gov
DPH	Primary: Christina Sims: 206-263-7855, Christina.Sims@kingcounty.gov Backup: Nicolae Horea: 206-263-8736, Nicoloa.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: Deena Prasad: 206-263-0101, Deena.Prasad@kingcounty.gov Backup: Silvette Lee: 206-263-1348, Silvette.Lee@kingcounty.gov
DLS	Primary: Theresa Reynolds: 206-477-0380, Theresa.Reynolds@kingcounty.gov Backup: Rory Hadley: 206-263-5873, rhadley@kingcounty.gov
DPD	Primary: Chelley Wrenn: 206-263-1462 Backup: Irma Van Buskirk: 206-263-9002
Central Payroll	Primary: Nichole Garcia: 206-477-9433, Nichole.Garcia@kingcounty.gov Backup: John Rupprecht: 206-477-9475, John.Rupprecht@kingcounty.gov
Elections	Primary: Richard Moore: 206-477-4118, Richard.Moore@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

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