

Leave Administration Procedure – Emergency Donation



King County

DHR Leave Administration Team

Introduction

King County recognizes that during times of unexpected emergencies that some employees will be unable to work or will need additional leave after their own paid accruals are exhausted. To provide assistance in this time of need a new Emergency Donation program has been created. Employees have the option of donating their own sick and vacation leave which will then be converted into dollars and placed into an account which can be distributed to employees in need. This new Emergency Donation program is separate from the current donated leave program and will be limited to periods of emergency as determined by the Executive. This procedure has been developed to address the current COVID-19 pandemic.

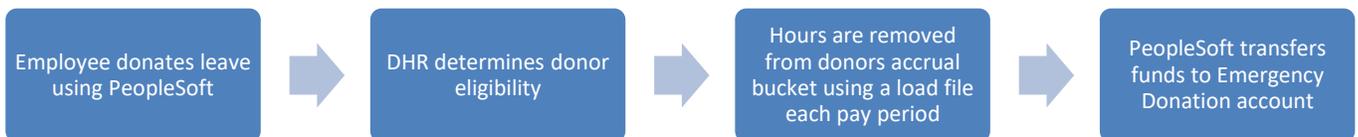
Process

To request leave from the Emergency Donation program, an employee submits the new Emergency Donation Requestor Form to EmergencyDonation@kingcounty.gov. To donate accrued leave hours to the Emergency Donation Fund, an employee submits the new Emergency Donation Donor Form or uses the pending online PeopleSoft self-service donation form. Unlike the current Leave Donation Program, employees cannot specify who receives the donations. Employees that wish to donate to a specific person can use the existing donated leave process and form. Information and forms can be found on the DHR website.

Detailed Process Steps - Donor:

Employees may donate to the new Emergency Donation program in one of two ways: completing the Emergency Donation Donor Form or completing an online donation inside PeopleSoft Self-service.

Online PeopleSoft Donation:



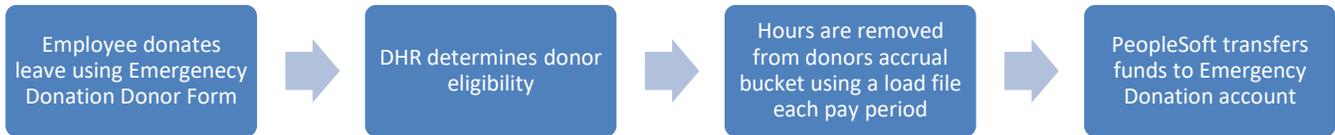
- 1) Employee donates leave using PeopleSoft self-service online process.
- 2) PeopleSoft will determine initial validation to donate.
- 3) DHR team uses a query to double check eligibility to donate (KAM_EMER_LV_DONATE_ELIG)(use pay period end date).
- 4) Donations of 80 or more hours from an employee's vacation or sick leave bank requires Agency Department Director signature (or designee).
- 5) DHR team uses query to use in compiling information for the load file. This data will be combined with the data identified in the paper donation process (see separate process below) to create a single load file to be given to Payroll.
- 6) Load file is sent to BPROS Payroll Functional team by Wednesday by noon of payroll processing week (bi-weekly). For semi-monthly donations, the load file is due two business days before the confirmation day for that payroll.
- 7) The load file is processed along with the other load files on Thursday (BW), or the day before payroll confirmation (SM), and will take the hours from the donor on the last day of the pay period once payroll has been confirmed.
*For reference, the donations will not appear on the time sheet but can be viewed on the paysheet or as a reduction on the pay advice under accrual balances. This is because we are using an earn code instead of TRC's.
- 8) Using the new earn code, PeopleSoft will move the value of the donation automatically to the new Emergency Donation account.

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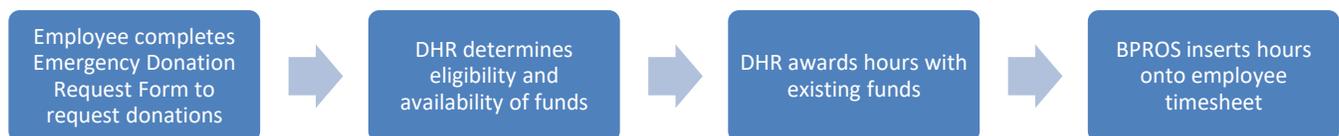
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Paper Donation Process:



- 1) Employee donates leave using paper Emergency Donation Form and submits to:
 - a. Email: EmergencyDonation@kingcounty.gov
 - b. US Postal: King County, 401 Fifth Ave, Suite 230, Seattle WA 98104
 - c. Interoffice Mail: CNK-ES-0230 (BPROS to send to new inbox)
- 2) DHR team uses query to determine donor eligibility (KAM_EMER_LV_DONATE_ELIG)(use pay period end date).
- 3) Donations of 80 or more hours from an employee’s vacation or sick leave bank requires Agency Department Director signature (or designee).
- 4) DHR team will manually insert employee data and hours of donations onto load file template.
- 5) Query data compiled by DHR team to create the load file. This data will be combined with the data identified in the paper donation process. A single load file will be given to Payroll.
- 6) Load file is sent to BPROS Payroll Functional team by Wednesday by noon of payroll processing week (bi-weekly). For semi-monthly donations, the load file is due two business days before the confirmation day for that payroll.
- 7) The load file is processed along with the other load files on Thursday (BW), or the day before payroll confirmation (SM), and will take the hours from the donor on the last day of the pay period once payroll has been confirmed.
*For reference, the donations will not appear on the time sheet but can be viewed on the paysheet or as a reduction on the pay advice under accrual balances. This is because we are using an earn code instead of TRC’s.
- 8) Using the new earn code, PeopleSoft will move the value of the donation automatically to the new Emergency Donation account.

Detailed Process Steps - Requesting:



Employees may request donations from the Emergency Donation program by completing the new Emergency Donation Request Form.

- 1) Send it to:
 - a. Email: EmergencyDonation@kingcounty.gov
 - b. US Postal: King County, 401 Fifth Ave, Suite 230, Seattle WA 98104
 - c. Interoffice Mail: CNK-ES-0230
- 2) DHR team uses query to manually determine eligibility to receive donations (agency, leave balances, signature on form, comprehensive leave eligible)(KC_TL_CURRENT_COMPLV_BAL).
- 3) DHR determines value of the award by converting hours to dollars using the requesting employees compensation rate (Job Data > Compensation > Compensation Rate) listed in PeopleSoft
- 4) DHR team receives a daily account balance which only shows the total and only updates 4 times a

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month.

- 5) When sufficient funds exist, forward the approved donation hours to KC.Enrollment@kingcounty.gov so that BPROS Benefits Team can insert hours onto timesheet. (PS ID#, Name, Hours, type of accrual and insert Emergency Donated Leave into the subject line)
- 6) BPROS Benefits Team inserts allocated Emergency Fund Donated Leave onto recipient timesheet on the first day of the pay period that is still open/not processed. Make sure and use the new *TRC 441 Donated Emergency Received*.
- 7) Emergency donation hours are available for the employee to use by using the Emergency Donation time reporting code. Agency timekeepers and supervisors should work with employee to enter the hours.

Detailed Timeline Example:

MAY (Bi-Weekly)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H25	26	27	28	29	30
31						

MAY (Semi-Monthly)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H25	26	27	28	29	30
31						

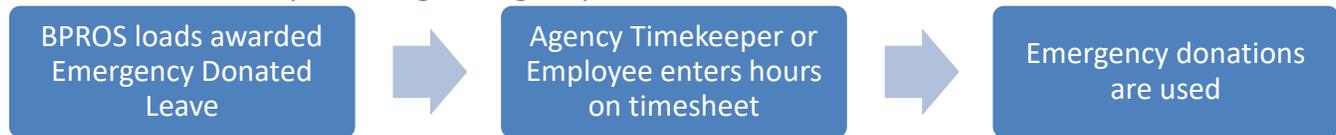
Action	Example Dates	
	Bi-Weekly	Semi-Monthly
3 Days Prior to Payroll Confirm, by 12:00 - DHR receive all paper donation forms	5/5	5/12
3 Days Prior to Payroll Confirm - DHR compiles all donor data	5/5	5/12
2 Days Prior to Payroll Confirm, by 12:00 - DHR completes load file (with paper and electronic forms) and sends to Central Payroll Functional Team	5/6	5/13
Payroll Confirm Day - Central Payroll confirms payroll - Removed hours will be visible to EEs on PDF Pay Advice	5/8	5/15
1 Day After Payroll Confirm - Value of donations will be visible in EBS Account	5/11	5/18
* DHR determines need for donations and associated values/hours		
1 Day After Payroll Confirm thru 5 Days Before Next Payroll Confirm - BPROS awards hours to recipients	5/11 - 5/15	5/18 - 5/26
Donations are effective the first day of the open pay period	5/2	5/16
Pay will flow to receiving EEs on the next paycheck	5/28	6/5

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Detailed Process Steps – Using Emergency Donated Leave



- 1) BPROS loads awarded Emergency Donated Leave onto the timesheet on the first day of the open pay period *TRC 441 – Donated Emergency Received.*
- 2) Agency Timekeeper or employee inserts emergency donation hours onto timesheet to receive pay:
 - a. *TRC 442 – Donated Emergency Taken, or*
 - b. *TRC 442AM - Donated Emergency Taken AM*
 - c. *TRC 438 – FMLA Donated Emergency Leave Taken*
 - d. *TRC 438AM – FMLA Donated Emergency Leave Taken*
 - e. *TRC 439 – FMLA/KCFML Donated Emergency Leave Taken*
 - f. *TRC 439AM – FMLA/KCFML Donated Emergency Leave Taken*
 - g. *TRC 446 – KCFML Donated Emergency Leave Taken*
 - h. *TRC 446AM – KCFML Donated Emergency Leave Taken*
- 3) Emergency donated leave is used and paid.

Requirements for eligibility to donate leave

- Employee must be a comprehensive leave eligible employee (ex. no interns or STT).
- 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.
- Employee must have at least 100 hours of sick leave in their bank immediately following their donation of donate sick leave.
- Executive leave cannot be donated.
- Funds remaining in the account at the end of the emergency period will not be reverted back to donors.

Requirements for eligibility to receive emergency donated leave

- The employee must be eligible for comprehensive leave benefits (this program is not available to short term temporary employees or interns);
- 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);
- The employee needs to have exhausted their own paid leave accruals, including comp. time, BTO, executive leave, and any donated leaves;
- There is no retroactive application of donated leave for employees who have already exhausted their leave accruals; and
- The employee must sign the request form attesting to meeting one of the following criteria (does not need to specify which one):
 - The employee has been diagnosed with COVID-19;
 - The employee has a qualifying family member, who has diagnosed COVID-19 and the employee is caring for the family member;
 - The employee is someone who should be out of the workplace as enumerated in *the King County Temporary Leave and Telecommuting Policy*;
 - The employee is in a high-risk group that wishes to stay home and cannot telecommute; or
 - The employee’s child’s school or care center has been closed and the employee cannot telecommute.

Emergency donated leave program details

- Distribution of donations may depend upon the funds available in the Emergency Donation account.
- Emergency donations received must be used for leave related to the COVID-19 emergency.
- Leave will be distributed on a first come, first served basis to employees that have exhausted their own accrued leave (including donated leave)
- In order to ensure equitable distribution of hours, hours may be limited per award and per emergency period. Employees may receive a total of two weeks of Emergency Donated Leave per calendar year.
- Forms may be completed by the Employee or a designee (i.e., family member, supervisor, agency human resources, or timekeeper).
- Any remaining leave in the bank after the COVID-19 emergency has been lifted will be used for employees with future serious medical conditions.
- Any COVID-19 donated leave remaining with the recipient after the emergency has been lifted may be used for FMLA qualifying conditions.
- Hours donated to the COVID-19 donation program will be converted into dollars. If a collective bargaining agreement includes unique rules regarding the regular donated leave program, those rules do not apply to this temporary emergency donated leave program.