

Leave Administration Form | Donated Leave

Department of Human Resources Leaves Administration Team



Please complete this form to donate hours to another comprehensive leave eligible employee.

Donating Employee Completes this Section	
The recipient may be notified of your donation. If you wish to remain anonymous, check here <input type="checkbox"/>	
Employee donating leave: _____	Employee ID: _____
Donation Hours: Vacation Hours: _____ Sick Hours: _____ Other type/hours (per CBA): _____	
Employee receiving donated leave: _____ Dept/Div: _____	
Donating employee's signature: _____ Date: _____	

Donating Employee Agency	
Payroll/HR contact: _____ Phone: _____ Employee pay rate: \$ _____	
<i>By inserting my name I confirm/verify that this employee meets the donated leave requirements of the King County Code or union contract.</i>	
Union Name: _____ Union Code: _____ Employee ID number: 000 _____	
Dept director/designee's signature: _____ Date: _____	
<i>By signing this form, I confirm that this employee is eligible to donate leave under King County Code or union contract requirements.</i>	

Receiving Employee Agency	
Payroll/HR contact: _____ Phone: _____ Employee pay rate: \$ _____	
<i>By inserting my name I confirm/verify that this employee meets the donated leave requirements of the King County Code or union contract.</i>	
Union Name: _____ Union Code: _____ Employee ID number: 000 _____	
Dept director/designee's signature: _____ Date: _____	
<i>By signing this form, I confirm that this employee is eligible to donate leave under King County Code or union contract requirements.</i>	

Benefits Office	Pay Period: _____	<input type="checkbox"/> No Reversion	<input type="checkbox"/> Reversion
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Key Information

- Donated leave provisions are subject to King County Code, Personnel Guidelines, Superior Court Administrative Guidelines, Master Labor Agreement, and applicable collective bargaining agreements.
- Any employee eligible for comprehensive leave benefits may donate a portion of his or her accrued vacation and/or sick leave to another employee eligible for comprehensive leave benefits (no STT).
- An employee must exhaust accrued sick leave before using donated sick leave and/or exhaust accrued vacation leave before using donated vacation leave.
- Donated leave remains with recipient (no reversion). Donated hours remaining after separation, retirement or death of the employee will expire and not be returned to original donors.
- An employee may not donate sick leave unless they have 100 or more hours of accrued sick leave immediately subsequent to making the donation.
- An employee may not donate more than 25 hours of accrued sick leave in a calendar year.
- Donations are strictly voluntary. Employees are prohibited from soliciting, offering or receiving monetary or any other compensation or benefits in exchange for donated leave.
- Leave received from donations cannot be donated to another employee.
- General donated leave questions should be directed to agency payroll representatives. All donated leave processing questions should be directed to kc.enrollment@kingcounty.gov.