

## Uniformed Services Leave Guidelines:

These guidelines provide information on how to administer the Uniformed Services Employment Reemployment Rights Act of 1994 (USERRA).

### King County Ordinance 17605

- Supersedes Executive Order PER 18-4 (AEO) on military leave pay and benefits for County employees, modifies KCC 3.12.260-262
- Includes employees that either volunteered or ordered to serve in the United States Uniformed Services
- Removed the condition that employees must have been members of the Uniformed Services as of September 11, 2001 in order to receive differential pay
- Limited the receipt of differential pay, continued earning of accruals and healthcare/life insurance benefits to the period of time that uniformed services members retain reemployment rights under USERRA, which is generally five years (USERRA does provide for a number of exceptions so review and research before ending leave)

### Orders and Training Schedules/Drills

- Employees are not required to submit orders or training/drill schedules when requesting a leave of absence for deployment or training/drills
  - Written or verbal notice is sufficient
  - Employees who want to use their own accrued leave (except sick leave) or be on leave without pay do not need to submit orders or training/drill schedule unless the military leave period is more than 30-calendar days
    - If the employee's military leave period is more than 30-calendar days, the employee can be required to submit orders at the time the employee returns to work.
- However, if the employee wants to receive any of the following pay and/or benefits while on military leave, they must submit a completed Uniformed Services Payment Election Form (once every military fiscal year) AND their orders or training drills/schedules prior to their military leave commencing.
  - 21-days of paid military leave per military fiscal year (Oct. 1 to Sept. 30) per RCW 38.40.060
  - Differential pay while on active duty per KCC 3.12.260
  - Medical, dental, vision and basic life insurance for a military leave of absence beyond 30-calendar days per KCC 3.12.260
  - Continued earning of vacation and sick leave accruals while on military leave per KCC 3.12.260

### Applicable PeopleSoft HCM Codes

- PLA/RPL (Reservist Paid Leave) – Use when employee qualifies for supplemental military leave pay and benefits coverage should continue, including earning of SL/VL accruals
- PLA/MTW (Mil Serv w/Ben no supplmt) – Use when employee does not qualify for supplemental military leave pay but benefit coverage should continue, including earning of SL/VL accruals
- LOA/MNO (Mil Srvc no orders) – Use when employee provides verbal notice of military leave but does not provide a copy of their orders. Employee does not qualify for supplemental pay, benefits and earning of SL/VL accruals

### PeopleSoft TRC Codes

- TRC416 – Military supplemental pay, includes earning of SL/VL accruals
- TRC415 – 21-days of paid uniformed services leave per military fiscal year, includes earning of SL/VL accruals
- TRC420 – Unpaid military leave with continued earning of SL/VL accruals (typically only used when

# Leave Administration Tools | Uniformed Services Leave



Human Resources Division (HRD) and Benefits, Payroll and Retirement Operations Section (BPROS)

employee’s military pay is higher than their county pay or exhausted 21-days of paid uniformed services leave and employee elects leave without pay)

- TRC450: Reason code (Military leave w/out orders) – Unpaid military leave when employee does not provide orders, does not earn SL/VL accruals

## Contact Information

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