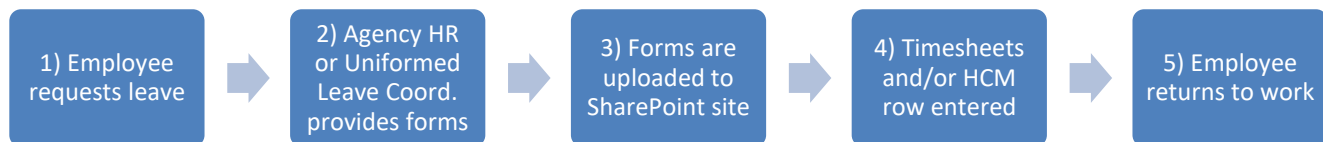




Uniformed Services Leave Procedure

Employees who are eligible for and want to receive pay and benefits under King County or Washington State provisions of uniformed services leave must complete and submit a Uniformed Services Payment Election Form and associated orders or training/drill schedules prior to the start of leave.

- When not requesting leave or benefits, employees are not required to submit orders or training schedules when requesting a leave of absence for deployment or training/drills – written or verbal notice is sufficient.
- Leave of 30-calendar days or less - employees may use their own accrued leave (except sick leave) or be on leave without pay and do not need to submit orders or training/drill
- Leave of more than 30-calendar days – employees may be required to submit orders at the time the employee returns to work.



Employee responsibilities:

1. Communicates need for uniformed services leave to supervisor
2. Completes the Uniformed Services Payment Election Form and leave request form (if agency requires)
3. Forwards form and copy of orders (if requesting pay) to Uniformed Services Leave Coordinator
4. Leave begins
5. Employee provides discharge and projected return-to-work dates
6. Makes self-payments to Benefits office if paying for supplemental life or AD&D insurance
7. Provides request for time off form and DD-214 (or equivalent) to Uniformed Services Leave Coordinator
8. Provides updated orders and a new Uniformed Services Payment Election Form to the Central Payroll office (must be done annually)
9. Returns to work

Employer responsibilities:

1. Supervisor or leave administrator provides Uniformed Services Payment Election Form to employee
2. Uniformed Services Leave Coordinator
 - a. Reviews forms for completeness
 - b. Uploads to Military Leave Reporting SharePoint site
 - c. Forwards to agency payroll/timekeeper, HR and Central Payroll Operations
 - d. Communicate military leave details with supervisor, timekeepers and HR personnel
3. Agency Human Resources or Military Leave Coordinator
 - a. Enters HCM row in PeopleSoft at beginning of leave and upon return to work
 - b. Files documents in employee file and retains per Washington state records retention schedules
4. Agency payroll/timekeeper
 - a. Enters hours on timesheet for up to 21 days of paid military leave
 - b. Monitors to ensure not more than 21 days of paid military leave are provided
 - c. Enters unpaid military hours on employee's timesheet every pay period
5. Central Payroll Operations
 - a. Calculates any differential pay (if 21 days of paid military leave are exhausted)

Leave Administration Procedure | Uniformed Services Leave



King County

Department of Human Resources Leaves Administration Team

- b. Enters adjusted rate of pay into Payline every pay period if receiving differential pay
- c. Maintains a file for each employee who is receiving differential uniformed services pay
- d. Adjusts differential hourly rate of pay each January for employees on active duty (as needed)

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 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

Resources

- [USERRA](#)
- [King County Ordinance 17605](#)
- [WA Paid Military Leave \(RCW 38.40.060\)](#)
- [King County Leave Administration Website](#)