



KING COUNTY LEAVE ADMINISTRATION GUIDELINE

UNIFORMED SERVICES LEAVE OF ABSENCE – MILITARY TRAINING OR ACTIVE SERVICE

Action By:

Action:

Prior to activation			
Employee	1.	Notifies	Supervisor or department/division Military Leave Coordinator either verbally or in writing of duty activation orders or training duty
Employer (e.g., Military Leave Coordinator, supervisor)	2.	Forwards	<i>Uniformed Services Leave Form</i> to employee (or employee's designee)
Employee or Employee's Designee	3.	Completes, submits and forwards	<i>Uniformed Services Leave Form</i> , a copy of military orders or training schedule, and any necessary supporting documents as listed on the <i>Uniformed Services Leave Form</i> to department/division designee and requests for time off form to department/division designee (e.g., supervisor) per department/division protocol
Department/Division Designee (if not Military Leave Coordinator)	4.	Forwards	<i>Uniformed Services Leave Form</i> , a copy of military orders or training schedule and any necessary supporting documents as listed on the <i>Uniformed Services Leave Form</i> to Military Leave Coordinator
Military Leave Coordinator	5.	Verifies and completes	Section 1 of the <i>Uniformed Services Leave Form</i> and
	6.	Completes	Section 2 of the <i>Uniformed Services Leave Form</i> conferring with department payroll or designee (eg, timekeepers) for remaining balance of military leave, if any

	7.	Maintains	Copy of documents in department personnel or military leave file
	8.	Forwards	<i>Uniformed Services Leave Form</i> with accompanying documents to department Payroll or designee per department/division protocol
Department Payroll or Designee (e.g., timekeepers)	9.	Forwards	All necessary documents to Central Payroll Operations
Central Payroll Operations	10.	Completes and forwards	Section 4 of the <i>Uniformed Services Leave Form</i> and Copies to 1) Department Military Leave Coordinator, 2) the HRD Assistant Operations Manager and 3) the Benefits, Payroll and Retirement Operations Manager
Employer or Employee per Department/Division Protocol	11.	Enters	Military leave of absence information and payroll code into payroll system
Central Payroll Operations	12.	Calculates and communicates	Adjusted hourly rate of pay (difference between KC hourly base rate and military base hourly rate if leave is for active duty) to department payroll or designee (e.g., timekeepers)
Upon discharge from active duty or active duty training and return to work			
Employee	14.	Communicates and submits	Discharge date, projected return-to-work date based on length of activated leave, request for time off form and a DD-214, if leave was for active duty, to Military Leave Coordinator
Military Leave Coordinator	15.	Determines	If employee qualifies for supplemental pay in accordance with county policy
Department Payroll or Designee (e.g., timekeepers)	16.	Enters	Return to work payroll coding into payroll system

Department Human Resources	17.	Retains	Employee leave of absence information with applicable documentation in accordance with Washington state records retention schedules