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Human Resources Bulletin

5/26/06

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SUBJECT: Employee Assistance Program and Making Life Easier Program

Purpose: To provide information concerning leave time when using the Employee Assistance Program (EAP) and the Making Life Easier (MLE) program.

Overview: The Employee Assistance Program is a county resource for all employees and managers (regardless of benefit eligibility or career service status) for consultation and recommendations regarding problems affecting the workplace or work performance. Employees should be encouraged to utilize the Employee Assistance Program when appropriate.

The Making Life Easier program is a separate service from the Employee Assistance Program. The Making Life Easier program is a contracted, off-site service available to benefit-eligible employees, their dependent family members and anyone living in the employee's household for counseling and a variety of personal issues that are not work-related.

Guidance: To attend an appointment with the Employee Assistance Program, work time may be used for this activity. Managers are encouraged to permit their staff to attend, if possible, while ensuring normal operations are maintained. If work time is utilized, an employee must request the time in accordance with the employee's department or division policy.

Employees utilizing the Making Life Easier services should do so on their own time or utilize appropriate leave benefits. Employees should utilize or request time as appropriate for their FLSA status as well as their department or division leave policy.