

Leave Administration Procedure | School Volunteer

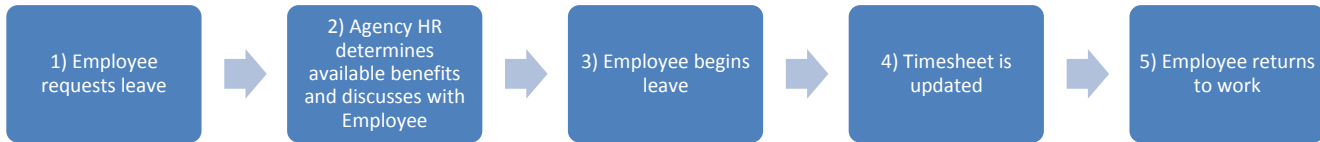


King County

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

School Volunteer Procedure

King County Code allows the use of up to three (3) days of sick leave each year to allow employees to perform volunteer services at the school attended by the employee's child (KCC 3.12.225)ⁱ.



Employee responsibilities

1. Notify immediate supervisor of the need for school volunteer leave
2. Completes the request for time off according to department procedures (i.e., absence request form, time sheet, equivalent system) along with a written request specifying the name of the school and the nature of the volunteer services to be performed
3. Uses up to three (3) days of accrued sick leave for school volunteer leave per calendar year
4. If the employee uses self-time entry, they will insert appropriate time reporting code onto timesheet
 - a. TRC 300 Sick Leave Pay - To track the three (3) days of eligible sick leave for school volunteer leave. Additionally, the reason code "School Volunteer" should be chosen to help identify the leave reason (see screenshot)
5. Returns to work

Employer responsibilities

1. Immediate supervisor reviews documentation and approves leave request
2. If Employee does not self-report, Agency payroll professional processes sick leave hours in PeopleSoft
 - a. TRC 300 Sick Leave Pay - To track the three days of eligible sick leave for school volunteer leave. Additionally, the reason code "School Volunteer" should be chosen to help identify the leave reason (see screenshot)
3. Files a copy of supporting documentation into employee file

References

	Sat 6/25	Sun 6/26	Mon 6/27	Tue 6/28	Wed 6/29	Thu 6/30	Fri 7/1	Total	Time Reporting Code	Reason Code
						8			Sick Leave Pay - 300	School Volunteer

ⁱ Volunteer service can include events sponsored by the school (i.e., field trips).