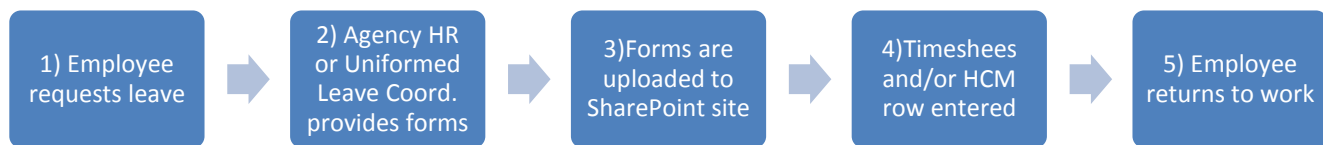




## Uniformed Services Leave Procedure

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.

- 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. Provides request for time off form and DD-214 (or equivalent) to Uniformed Services Leave Coordinator
7. 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 and
  - b. Uploads to Military Leave Reporting SharePoint site
  - c. Forwards to agency payroll/timekeeper, HR and Central Payroll Operations
3. Agency Human Resources
  - 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 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 leave are exhausted)
  - 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)

**The annual Uniformed Services Leave year starts every October 1<sup>st</sup>. A new Uniformed Services Leave Form must be submitted if the employee continues on active duty or will have training during the upcoming annual Uniformed Services Leave year.**