Leave Administration Procedures
Salaried Employees and Intermittent/Partial-Day Leave

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

Salaried employees and intermittent/partial-day leave:

When a King County salaried employee has a Family Medical Leave Act (FMLA) and/or King County Family Medical Leave (KCFML) qualified medical condition or is caring for a family member who has a FMLA/KCFML qualified medical condition and a medical provider has indicated that the employee needs to take intermittent/partial-day leave, a department may convert that salaried employee to an hourly employee for the duration of the intermittent/partial-day leave period. The employee will revert back to their salaried status at the conclusion of their intermittent FMLA/KCFML leave use.

During the period that a salaried employee is temporarily converted to an hourly employee, the employee is required to track and report his or her time on an hourly basis in the PeopleSoft system, and make deductions from their leave accrual balances or enter leave without pay time reporting codes for absences. The employee is also eligible for overtime pay if he or she works in excess of 40 hours during the designated workweek.

The salaried employee may use sick leave, vacation leave, paid parental leave and executive leave during the period the employee is converted to hourly status. Executive leave must be used in full day increments and cannot be used on an hourly basis.

The employing department's Service Delivery Manger (SDM) II or Human Resources Manager has the authority to approve converting a salaried employee to an hourly employee for the purposes of tracking intermittent leave. The department should consider factors such as the employee's anticipated leave frequency and duration of absences, operational needs, potential flexible scheduling and work duties. A salaried employee should not be converted to hourly if the frequency of leave is anticipated to be less than two instances each pay period and/or the duration of leave is less than one pay period.

When a salaried employee is converted to hourly, the SDM II or Human Resources Manager is responsible for insuring that the necessary changes have been made in the PeopleSoft system and that the employee and the employee's supervisor have been apprised of his or her time reporting responsibilities during the period the employee is in an hourly status. The SDM II or Human Resources Manager is also responsible for insuring that the PeopleSoft system is updated at the end of the employee's intermittent leave to reflect a change back to a salaried status.
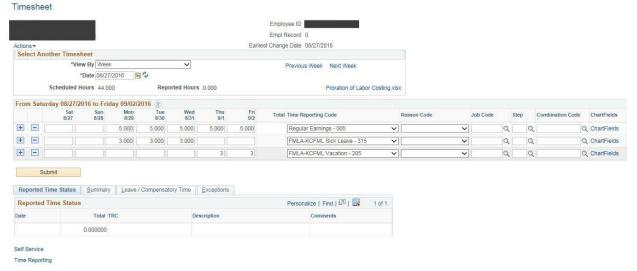
Employee responsibilities:

1. Notify department human resources representative and/or immediate supervisor of the need for intermittent/partial day leave 30-days prior to their anticipated need, or as soon as feasible.

2. Discuss anticipated leave schedule and duration with department human resources representative and/or immediate supervisor. In order for intermittent/partial-day leave to be used for bonding with a new child, the leave schedule must be consistent with the County's operational needs and approved in writing prior to the commencement of the leave.

3. Complete *Protected Family and Medical Leave Request Form* (available at: http://www.kingcounty.gov/~/media/employees/benefits/documents/leaves/fmla-request-form-fillable.ashx?la=en).

4. Provide applicable *Medical Certification Form* to medical provider to complete, required for all purposes except for bonding with new born, adoption or foster placement of child
   - For employee at: http://www.kingcounty.gov/~/media/employees/benefits/documents/leaves/fmla-med-cert-employee.ashx?la=en , or
   - For a family member at: http://www.kingcounty.gov/~/media/employees/benefits/documents/leaves/fmla-med-cert-family-member.ashx?la=en

5. Submit completed *Protected Family and Medical Leave Request Form* and completed *Medical Certification Form*. If leave is for bonding with a new born, adopted or foster placement of child, a copy of acceptable documentation, such as a birth certificate, medical note or foster-to-adopt placement paperwork may be submitted in lieu of a *Medical Certification Form*.

6. If the employee does self-time entry; the employee will use appropriate PeopleSoft time reporting codes to report their payroll time on an hourly basis reflecting their actual hours worked and absences. If the employee does not do self-time entry, the department timekeeper will be responsible for the employee's payroll time on an hourly basis.

7. An example of the most commonly used PeopleSoft time reporting codes for intermittent/partial-day leaves are below (additional department or work unit specific PeopleSoft time reporting codes may be applicable):

PeopleSoft Time Reporting Code	Time Reporting Code Description
200	Vacation
205	FMLA-KCFML Vacation
206	KCFML Vacation
207	FMLA-KCFML Benefit Time
208	KCFML Benefit Time
300	Sick Leave

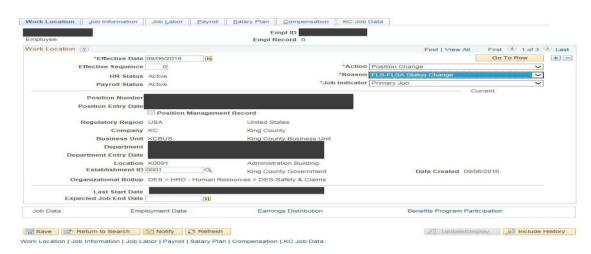| 315	FMLA-KCFML Sick Leave
317	KCFML Sick Leave
460	FMLA-KCFML Unpaid
461	KCFML Unpaid
478	FMLA-KCFML Donated Sick Leave
499	KCFML Donated Sick Leave
479	FMLA-KCFML Donated Vacation
497	KCFML Donated Vacation
487	FMLA-KCFML Comp Time
501	KCFML Comp Time
455	Executive Leave Taken
488	FMLA-KCFML Executive leave
502	KCFML Executive leave
751	Paid Parental Leave
754	FMLA-KCFML Paid Parental Leave
755	KCFML Paid Parental Leave
652	Non Exempt Executive Leave Taken
653	FMLA-KCFML Non Exempt Executive Leave Taken
654	KCFML Non Exempt Executive Leave Taken

Department human resources responsibilities:

1. Department human resources representative and/or employee's supervisor communicates available leave options with employee after being notified by employee of the need for intermittent/partial-day leave.

2. Department human resources representative reviews completed *Protected Family and Medical Leave Request Form*, and *Medical Certification Form* or documentation of birth, adoption or foster placement of a child from employee.

3. Service Delivery Manager (SDM) II or designee and/or employee's immediate supervisor discusses with employee his or her anticipated leave schedule and the effects of being temporarily converted from a salaried employee to an hourly employee during periods of intermittent/partial-day leave, as well as the employee's new time reporting responsibilities. If the employee's requested intermittent/partial-day leave is to bond with a new born, adopted or foster child, the agency may deny the intermittent/partial-day leave if it is not consistent with county operations or presents a hardship to the employing department.

4. Department human resources representative completes *Protected Family and Medical Leave Response Form* and provides a completed copy to employee (available at: http://www.kingcounty.gov/~/media/employees/benefits/documents/leaves/fmla-response-form-fillable.ashx?la=en).

5. Department human resources representative drafts the Salaried to Hourly for Intermittent/Partial-day Leave Notification Memo and provides a copy to the employee (template available at: http://kingcounty.gov/~/media/audience/employees/policies-forms/hr-forms/EmployeeLetter1-24-17.ashx?la=en).

6. Department human resources representative files a copy of the *Protected Family and Medical Leave Request Form, Medical Certification Form* or documentation of the qualifying event, *Salaried to Hourly for Intermittent/partial-day Leaves Notification Memo* and the King County *Protected Family and Medical Leave Response Form* in the employee's medical file.

7. SDM II or designee submits *Position Change Request* (POS/FLS) with the status date (effective date) being the first day of the pay period that includes the start day of the employee's intermittent leave to CPDM@kingcounty.gov. The Human Resources Division's Position Management Group will process the POS/FLS on the employee's job record to reflect the positon as an hourly employee. The effective date of the POS/FLS has to be the first day of a pay period as an employee's FLSA status cannot be changed mid-workweek.

8. After Human Resources Division's Position Management Group processes the POS/FLS, the SDM II or designee submits request that the employee be enrolled in the Non-Exempt Executive Leave Comp Plan to payrollfunctionals@kingcounty.gov. The Benefits, Payroll, Retirement Operations' Functionals Group will enroll the employee into the Non-Exempt Executive leave Comp Plan. This will allow a salaried employee that is temporarily converted to an hourly employee to use their Executive Leave accruals.

9. The SDM II or designee notifies department timekeepers to grant or transfer the employee's Executive Leave hours from the Salaried Executive Leave Comp Plan to the Non-Exempt Executive Leave Comp Plan. The necessary time reporting codes are reflected below:
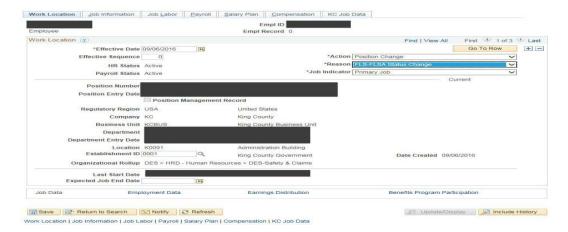
PeopleSoft Time Reporting Code	Time Reporting Code Description
456	Executive Leave Adj Subtract
071	Executive Leave Adj Add
650	Non Exempt Executive Leave Adj Add
651	Non Exempt Executive Leave Adj Subtract

10. When the employee returns to full duty status, the department human resources representative submits a *Position Change Request* (POS/FLS) with the start date (effective date) being the first day of the pay period after the employee's intermittent leave ends to CPDM@kingcounty.gov. Human Resources Division's Position Management Group will process the POS/FLS on the employee's job record to reflect the position as salaried.

11. The SDM II or designee notifies department timekeeper to transfer any remaining Executive Leave hours from the Non Exempt Executive Leave Comp Plan back to the Salaried Executive Leave Comp Plan. The necessary time reporting codes are reflected below:

PeopleSoft Time Reporting Code	Time Reporting Code Description
456	Executive Leave Adj Subtract
071	Executive Leave Adj Add
650	Non Exempt Executive Leave Adj Add
651	Non Exempt Executive Leave Adj Subtract