

Sick Leave for Volunteer Service

Program: Volunteer Program

Implementation Policy Guidance

Background

This document provides guidance for employees who wish to use their sick leave for Volunteer Service, who are non-represented and represented employees whose contracts have approved this benefit; including those covered by the master labor agreement. This employee benefit allows employees to use sick leave to volunteer for causes that are important to them at nonprofits in the Employee Giving Program and at local schools. This guidance is focused on Employee Giving Program approved nonprofits.

Authority

King County Code 3.36.020

C. The King County Employee Giving Program (KCEGP or "the program") means the year-round King County sanctioned, employee-based program that provides the process and infrastructure for administration of employee-directed giving and volunteering to qualified nonprofit organizations and federations, which is administered by the Employee Giving Program Committee ("the committee") in accordance with this chapter and any rules adopted for the program.

2018 Master Labor Agreement

Article 4: Leave for Volunteer Service

King County Employee Giving Program

4.1. Employees may use up to three days of their accrued sick leave each year to perform volunteer services at a local school, or at a non-profit on the approved list for the Employee Giving Program. Employees requesting to use sick leave for this purpose shall submit such request in writing, per collective bargaining and department leave request procedures, specifying the name of the school and/or organization and the nature of the volunteer services to be performed. Additionally, the employee's supervisor may request in advance that the employee obtain written proof of the service from the volunteer organization or school.

Definition of Terms

- A. "A day" of sick leave for volunteer service
 - a. In the context of this benefit, a day is calculated by instances of sick leave use, and not by hours.
 - b. Must be completed in lieu of an employee's normal work schedule.
 - c. Volunteer time is not eligible for, and cannot lead to requests for, overtime pay.
- B. Volunteer service
 - a. Employee gifts of time, labor, and expertise provided in support of King County Employee Giving Program-registered community-based organization or a local school;
 - b. The employee may not financially benefit or be directly compensated for the volunteer service; and
 - c. These gifts of time benefit members of the community that extend beyond the employees' family, and result in improvements to local or global communities.

Eligible Employees

- A. Employees are non-represented or are represented by a union that has approved this benefit, including those covered in the Master Labor Agreement.

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- B. Employees must be leave-eligible to use this benefit.
- C. Employees must have sufficient sick leave accrual to cover the time used.

Eligible Nonprofits

- A. Local school including those attended by the volunteering employee's child; and
- B. King County Employee Giving Program approved nonprofit.
 - a. The nonprofit must be on the approved list at the time the volunteer service is performed.
 - b. The list of eligible nonprofits can be found on the Employee Giving Program website www.kingcounty.gov/giving.
 - c. Employees may refer nonprofits not currently on the list to apply during the next application cycle. If they meet the minimum eligibility requirements (listed [here](#)), and submit a complete, eligible, and timely application, they will be eligible in the next program year.
- C. Employees may not use this benefit to volunteer for the King County agency they work in keeping with appropriate labor laws and contracts.

Process

- A. Requesting Leave
 - a. Employees must request leave in advance and in writing, per collective bargaining and department leave request procedures, specifying the name of the school and/or organization and the nature of the volunteer services to be performed. The department may use the KCEGP standard form located [here](#) for the volunteer service portion of the time request. This form does not replace generally accepted worksite procedures for requesting time off in advance, such as the PeopleSoft Absence request form.

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- b. Branches, separately elected, and departments may have further requirements for requesting and approving sick leave for volunteer service. District Court employees must submit all requests to the Office of the Presiding Judge.
 - c. If not using the KCEGP standard form, send an email to employeegiving@kingcounty.gov with a copy of the request and include the [nonprofit four digit KCEGP code and nonprofit name](#).
- B. Time-reporting
- a. Benefit usage will be reported using a reason code in PeopleSoft.
 - b. Departments with feeder systems will manually choose the reason code.
- C. Verification of Service
- a. Employee's supervisor may request that the employee obtain written proof of the completed service from the volunteer organization or school. This is available on the [KCEGP standard form](#).
 - b. Supervisors should notify their employees in advance of the volunteering if they will be requesting written proof of service so that employees can obtain verification during service.
- D. Detailed procedures for requests and time-keeping are kept on the [King County Leave Administration webpage](#).

Additional Resources

- A. [Frequently Asked Questions for Employees and Managers](#)
- B. [KCEGP Standard Sick Leave for Volunteer Service Request Form](#)
- C. [Volunteering Opportunities and information](#)