

Emergency Medical Leave Donation Form

Department of Human Resources (DHR) - Leave Administration Team



The Emergency Medical Leave Fund provides a method for employees to donate their own accrued leave to a central fund that will award leave donations to other comprehensive leave-eligible employees, based on need and availability of funds. Awarded leave donations can only be received and used for **FMLA/KCFML qualifying reasons**. Donation forms should be given to your department human resource professional.

Employee Donating to the Emergency Medical Leave Fund			
Employee donating leave:	_____	Employee ID:	_____
Department:	_____	Division:	_____
Hours being donated:	Vacation/Benefit Time: _____	Sick:	_____
<p><i>By signing this form, I understand that hours will be removed from my accrued leave banks and will only be awarded to employees eligible for FMLA/KCFML qualifying reasons. I further understand that my donation will never be returned to me and that if I want to donate to a specific employee I must use the employee-to-employee donated leave program instead of this program.</i></p>			
Donating employee signature: _____		Date: _____	

Department Director (Only required if approving vacation donations of more than 80 hours)	
Name: _____	Department: _____
Department Director Signature: _____	
Date: _____	

Important information:

- Donations received under this program must be used for a FMLA/KCFML qualifying reason and receiving employee must exhaust all their own accrued leave before using donations (e.g., vacation leave, sick leave, benefit time leave, holiday banked leave, comp time, and executive leave).
- Visit the Donated Leave Frequently Asked Questions for details: [donated-leave-faq.ashx \(kingcounty.gov\)](http://donated-leave-faq.ashx(kingcounty.gov))
- Both recipient and donor must be comprehensive leave eligible employees (no short-term temp, interns).
- Employees can donate up to a maximum of 25 hours of sick leave up to 80 hours of vacation/benefit time each year (Department Directors can approve vacation donations above 80 hours)
- All donations are put into a single bank of hours and never revert back to the donor.
- Donated leave hours are not reportable for retirement credits to Department of Retirement Systems (DRS).
- Donations under this program cannot be assigned to a specific employee and are awarded on a first-come first-served basis. To donate to a specific employee, use the [Employee-to-Employee Medical Leave Donation Form](#).
- Donations are strictly voluntary. Employees are prohibited from soliciting, offering, or receiving monetary or any other compensation or benefits in exchange for donated leave.
- Donations are never returned, cannot be cashed out, and are wiped out once an employee leaves county service.
- Some agencies are not participating in this program: All represented and non-represented employees of the Prosecuting Attorney’s Office (PAO) and Superior Court (KCSC).
- Questions and completed forms can be sent by email (MedicalDonationFund@kingcounty.gov) or by mail:
 - King County Benefits Office
 - Attn: Emergency Donated Leave
 - 401 Fifth Ave, Suite #230
 - Seattle, WA 98104-2333 (interoffice mail: CNK-HR-0230)