

Emergency Medical Leave Request Form

Department of Human Resources (DHR) - Leave Administration Team



King County

The Emergency Medical Leave Fund provides a method for employees to request leave donations for a **FMLA/KCFML qualifying reason** from a central fund. This program is funded by other King County employees through donations of their accrued leave and are awarded on a first-come, first-served basis. The requesting employee must complete the top section and then give it to their department human resource professional.

Employee Requesting Donations from the Emergency Medical Leave Fund	
Employee requesting donation: _____	Employee ID: _____
Department: _____	Division: _____
<i>I certify that I am a comprehensive leave eligible employee (no short term temporary or interns) and that I am requesting donations from the emergency medical donation program for a FMLA/KCFML qualifying reason. I acknowledge that if my certification is false, I may be disciplined, and I will be asked to pay back any leave taken/funds received. I also understand that I must first exhaust all of my own accrued leave (e.g., vacation, sick leave, benefit time, holiday banked leave, comp time, executive leave) before using awarded emergency donations and that emergency donations not used within 60 calendar days of receipt will be reverted back to the central fund. <u>Completed forms should be given to my department human resource professional.</u></i>	
Employee signature: _____	Date: _____

Department Human Resource Professional	
<i>I have received a medical certification form (or simple documentation for bonding leave) from this employee and confirmed their current FMLA/KCFML qualifying reason. <input type="checkbox"/> Yes (If no, do not process further)</i>	
Human Resource Professional signature: _____	Date: _____
Completed Forms: MedicalDonationFund@kingcounty.gov or mailed to the Benefits Office: CNK-HR-0230	

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)
- Both recipient and donor must be comprehensive leave eligible employees (no short-term temp, interns).
- Emergency donated leave must be used within 60 calendar days of receipt, or it will be returned to the central fund.
- Donations are strictly voluntary. Employees are prohibited from soliciting, offering, or receiving monetary or any other compensation or benefits in exchange for donated leave.
- Eligible employees will be awarded up to a maximum of 80 hours each calendar year (pro-rated for part-time).
- Emergency donations are awarded on a first-come, first-served basis and only awarded prospectively (i.e., will not be awarded retroactively to cover previous time in a no-pay status). This program is funded through employee donations and, as such, no waiting list will be maintained once funds are no longer available.
- Donated leave hours are not reportable for retirement credits to Department of Retirement Systems (DRS).
- Department Human Resource Professional must confirm:
 - The employee has a current medical certification form for the FMLA/KCFML reason, or,
 - The employee has provided 'simple documentation' for bonding leave (birth, adoption, foster to adopt)
- 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)