

Employee-to-Employee Medical Leave Donation Form

Department of Human Resources (DHR) – Leave Administration Team



The Employee-to-Employee Medical Leave Donation Program provides a method for employees to donate their own accrued leave to another comprehensive leave-eligible employee. **Donating employees must complete the top section and then forward to their department Human Resources professional for further processing.**

Employee	The recipient may be notified of your donation. If you wish to remain anonymous, check here <input type="checkbox"/>
	Employee <u>Donating Hours</u> : _____ Donor Nine Digit PS ID#: _____
	Employee <u>Receiving Donation</u> : _____ Department (if known): _____
	How many hours do you wish to donate: Vacation/Benefit Time: _____ Sick (25 hour limit): _____
	Donating employee's signature: _____ Date: _____
Forward partially completed form to your department Human Resources or Payroll professional	

Donor Human Resources	Human Resource Professional: _____ Donor PS ID# _____
	Donor Union: _____ Rate of pay: \$ _____ Value of Donation: \$ _____
	Department Director (or designee) Signature: _____ Date: _____
	Forward partially completed form to receiving employee's Human Resource professional

Recipient Human Resources	Human Resource Professional: _____ Recipient PS ID# _____
	Recipient Union: _____ Rate of pay: \$ _____ Converted Hours: _____
	<i>I have confirmed this employee has a current FMLA/KCFML qualifying condition and has provided a medical certification form (or simple documentation for bonding).</i> <input type="checkbox"/> Yes <input type="checkbox"/> No (Do not process)
	Human Resource Signature: _____ Date: _____
	Department Director (or designee) Signature: _____ Date: _____
	Forward completed form to: kc.enrollment@kingcounty.gov or by interoffice mail: 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: [donated-leave-faq.ashx \(kingcounty.gov\)](https://kingcounty.gov/donated-leave-faq.ashx)
- Both recipient and donor must be comprehensive leave eligible employees (no short-term temporary, interns).
- All types of donations are converted to sick leave and placed into the employees donated sick leave bank.
- Employees can only donate up to a max of 25 hours of sick leave (A balance of 100 hours must exist after donation).
- Vacation/BT donations do not have an annual maximum, but recipient cannot exceed vacation carryover limit.
- Donated leave remains with the recipient (no reversion). Donation balances remaining at the time of separation, retirement, or death of the employee will expire and not be returned to original donors.
- Employees who wish to donate hours before separating/retiring should make the donations a few weeks before they retire/separate.
- Donations are strictly voluntary. Employees are prohibited from soliciting, offering, or receiving monetary or any other compensation or benefits in exchange for donated leave.
- No standardized form exists to request donations. To request donations, please speak with your supervisor.
- Donated leave hours are not reportable for retirement credits to Department of Retirement Systems (DRS).
- Questions should be directed to agency Human Resources or timekeeping professionals.