

Employee Giving Program

SICK LEAVE FOR VOLUNTEER SERVICE – FREQUENTLY ASKED QUESTIONS

Reference Links

King County Employee Giving Program (EGP) website: www.kingcounty.gov/giving

EGP SharePoint site:

<https://kc1.sharepoint.com/sites/EmployeeGivingProgram/SitePages/Volunteer.aspx>

Leaves Administration website: www.kingcounty.gov/leaves

Sick Leave for Volunteer Form: downloadable .pdf [sickleave-volunteer-form.pdf](#)

Employee Questions

Who can use this benefit?

All employees covered by the Coalition Labor Agreement (CLA), other union contracts as they ratify this option, and all non-represented employees. Check in with your union representative to verify benefit eligibility.

What counts as volunteering?

Gifts of time, labor, and/or expertise in support of community initiatives without compensation, which directly benefit the community beyond our immediate selves and families and result in improvements to our local or global community.

Examples of volunteer service include:

- Packing or distributing food at a food bank.
- Judging a science fair.
- Assisting as part of a search and rescue team.
- Walking dogs at an animal shelter.
- Mentoring as part of an official volunteer program.
- Building a house or cleaning up a park.

What does NOT count as volunteering?

Some examples include:

- Political activities and campaigning.
- Direct fundraising or sales (this is different than fundraising in the context of the Annual Giving Drive).
- Time spent fostering an animal in your home.

If you have any questions, please contact the Employee Giving Program (EGP) at employeeegiving@kingcounty.gov.

Employee Giving Program

What is the minimum commitment that counts as a day of volunteering?

Employees are allowed three *instances* of volunteering in a calendar year, regardless of the number of hours used in any instance. Each instance cannot be longer than one normal workday. Exactly how many hours are used in a specific instance is determined by departments, following their current practices. We encourage employees to volunteer at least half a day to maximize use of this benefit since it is limited to three instances. However, smaller increments may be allowed with supervisor approval.

Where can I volunteer?

At an organization participating in EGP and that is eligible for the program year the volunteer service is going to take place, or at a local school. Specific branches or offices may further restrict organizations. For example, all volunteer requests at District Court should go through the Office of the Presiding Judge for approval.

How do I know if an organization I want to volunteer with is in the program?

You can look them up on the [EGP credit card donation page](#).

If an organization is not in the program, how do I get them in?

[Refer](#) them to apply during the nonprofit application cycle that happens every spring. For example, nonprofits that applied and met the eligibility requirements in the spring will be eligible for volunteering beginning September 15 of that same year. [Fill out this form to refer a nonprofit](#).

I want to volunteer at a school. Does it need to be part of EGP?

King County Code and the CLA separately call out local schools and schools attended by employees' children as a volunteering option separate from EGP participating nonprofits. However, getting into the program may provide further benefits to the school, such as donations.

Can I volunteer at any school, or only one my child currently attends?

King County Code and the CLA were expanded to include any local school, not just your child's school.

How do I find opportunities to volunteer?

On the [EGP SharePoint site](#) or on each nonprofit's website.

Is my volunteer service tracked or shared?

Yes, just like any leave utilization, this is tracked. For reporting purposes, we share data in aggregate.

How do I request to take volunteer time?

Request in advance using your department's absence request process and the [Sick Leave for Volunteer Service Form](#). View the [full request process here](#).

Employee Giving Program

My manager has requested written proof of my volunteering service. What do I need to provide?

Have the nonprofit organization complete Part 3 of the [Sick Leave for Volunteer Service](#).

Is there a minimum sick leave balance I need to have to be able to use some for volunteering?

You must have the time you want to take available in your sick leave balance when you take it.

Can someone donate sick leave hours to me to use for volunteering?

No, donated sick leave may not be used for this benefit.

Can I donate my volunteer service days to someone else?

No, you may not transfer your volunteer service days to someone else.

Where can I see my balance of how many volunteering instances I have used?

Self-service in PeopleSoft does not currently offer this information; however, you can ask your payroll administrator to run a report for you or reach out to EGP at employeeegiving@kingcounty.gov.

Manager Questions

An employee I supervise has requested to use sick leave for volunteering. Can I say no?

As with all leave requests, time off needs to be balanced with business requirements. This provision should be approached with your work unit just like a vacation request.

How can I find out an employee's balance of volunteering instances?

Payroll administrators may be able to pull a query with Time Reporting Codes (TRCs), including 300 Sick Leave Pay, and associated Reason Codes, EGP Volunteer and School Volunteer. Reason Codes do not appear on paychecks, so it is not possible to see instances used there. You may also reach out to employeeegiving@kingcounty.gov for assistance.

Can I request proof of service from the employee I supervise?

You may request in advance that the employee verify the service once it is completed using Part 3 of the [Sick Leave for Volunteer Service Form](#).

Whom do I have to notify that an employee is volunteering, and how?

When your employee submits their volunteering request, please notify EGP by sending an email with a copy of the request to employeeegiving@kingcounty.gov. If not using the standard EGP form, please include a copy of the leave request and the nonprofit name and EGP code.