Leave Administration Procedure | EGP Nonprofit Volunteer

Human Resources Division (HRD) and Benefits, Payroll and Retirement Operations Section (BPROS)

Nonprofit Volunteer Procedure

King County Code allows the use of up to three (3) days of sick leave each year to allow employees to perform volunteer services at a local school or at a nonprofit active in the King County Employee Giving Program (KCC 3.12.225).

1) Employee requests leave	→	2) Agency HR determines available benefits and discusses with Employee	→	3) Supervisor Approves Request cc: sent KCEGP	→	3) Employee begins leave	→	4) Timesheet is updated	→	5) Employee returns to work

Employee responsibilities

1. Notify immediate supervisor of the need for volunteer leave
2. Completes the request for time off according to department procedures (i.e., absence request form, time sheet, equivalent system) along with a written request specifying the name of the nonprofit and the nature of the volunteer services to be performed. The KCEGP standard form may be used. Copy the Employee Giving Program at employeegiving@kingcounty.gov on request.
3. Uses up to three (3) days of accrued sick leave for volunteer leave per calendar year.
4. If the employee uses self-time entry, they will record in timesheet appropriate time reporting code
   a. TRC 300 Sick Leave Pay - To track the three (3) days of eligible sick leave for nonprofit volunteer leave. Additionally, the reason code "EGP Volunteer" should be chosen to help identify the leave reason (see screenshot)
5. Returns to work

Employer responsibilities

1. Immediate supervisor reviews documentation and approves leave request. Requests verification of service.
2. If Employee does not self-report, Agency payroll professional processes sick leave hours in PeopleSoft
   a. TRC 300 Sick Leave Pay - To track the three days of eligible sick leave for school volunteer leave. Additionally, the reason code "EGP Volunteer" should be chosen to help identify the leave reason (see screenshot)
3. Files a copy of supporting documentation into employee file

References