

Leave Administration Form | Uniformed Services Payment Election



Department of Human Resources Leaves Administration Team

Instructions

This form is used by employees to communicate active duty, active duty training or annual training uniformed services leave which includes, but is not limited to, the Armed Services, the Washington National Guard, and the United States Public Health Service Commissioned Corps and its reserve. Uniformed services and military leave are used synonymously throughout this document.

The employee (or Power of Attorney) should complete this form annually on October 1st, which is the beginning of the military fiscal year, and inform his or her Military Leave Coordinator of any schedule changes throughout the year. To request uniformed services leave, written or verbal notice is sufficient. Submission of this form and orders or training/drill schedules must be provided by the employee prior to **the beginning of leave to receive the following pay and/or benefits:**

All employees may receive:

- Up to 21-days of paid military leave each military calendar year (RCW 38.40.060) and USERRA reemployment rights

All comprehensive leave eligible positions may also receive: (No STT, administrative interns, or Vet Fellow positions)

- Differential pay while called to active duty or active-duty training, continued medical, dental, vision, and basic life insurance benefits, and, continued accrual of sick and vacation leave (King County Code 3.12.260, 3.12.262)

The employee must complete a new form whenever the employee's rank/military pay increases, when first applying, and annually to the employee's agency Military Leave Coordinator (include *Leave & Earning Statement* each time).

To be completed by the Employee and forwarded to Military Leave Coordinator

Employee Name: _____ MIL Rank/Pay: _____ PeopleSoft ID: _____

Preferred contact method: _____ Military Service Date: _____

Military training (not active duty) that extends beyond 21 days each year is unpaid unless the employee uses their paid accruals. After the 21 days, how do you wish to use your paid accruals? (indicate 1st, 2nd, 3rd choice etc.)

Vacation Executive Compensatory Benefit Time Other _____

<u>Annual Training/Drill- Scheduled dates of service:</u>		<u>Active Duty/Training - Scheduled dates of service:</u>
_____ _____ _____ _____	OR	Active duty start date: _____ Active duty release date: _____ Anticipated return to work date: _____

I understand that before I receive pay and/or benefits, I must submit uniformed services orders or training/drill schedules plus my military rank/pay/years of service and that a delay in providing the documentation may delay my receipt of pay and/or benefits including the 21 days of State uniformed services pay, receiving County supplemental pay when on active duty uniformed services leave, receiving benefits (medical, dental, vision, life insurance) after being on uniformed services leave for over 30 days, and the continued earning of vacation and sick leave accruals while on uniformed services leave.

I understand that if I cannot be contacted due to my service in the uniformed services, I authorize King County to make pay and benefit decisions on my behalf with the understanding that all decisions may be reviewed upon my return and modified by me where appropriate and to the extent possible.

Employee's signature _____ Date signed _____

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Employee Resources

Benefits, Central Payroll and Retirement Office (BPROS): Employees are required to continue paying benefit premiums to maintain coverage (ATU PTO and TEA-W2). Employees not receiving pay from King County may elect to self-pay for supplemental life insurance (up to 12 months), Basic LTD (up to 18 months, basic and supplemental AD&D (up to 12 months) and Flexible Spending Accounts (up to 24 months). Important links:

- PeopleSoft Self-Service: <https://ess.kingcounty.gov/psp/SVCP1/SELFSERVICE/?cmd=login&languageCd=ENG&> allows you to revise your W-4, request tax information, see current benefit information, download your direct deposit form and update your mailing address.
- Washington State Department of Retirement Systems: Phone: 1-800-547-6657 Web: www.drs.wa.gov
- Benefits Office: 206-684-1556, KC.Benefits@kingcounty.gov, www.kingcounty.gov/audience/employees/benefits

Agency	Military Leave Coordinators
DAJD	Primary: Ramona Flores: 206-477-2353, Ramona.Flores@kingcounty.gov Backup: Wilena Montgomery: 206-477-2361, Wilena.Montgomery@kingcounty.gov
DCHS	Primary: Susan Churchill: 206-263-1293, Susan.Churchill@kingcounty.gov Backup: Bridget Tibbs: 206-263-8629, Bridget.Tibbs@kingcounty.gov
DES	Primary: Elvie Valasote: 206-477-9449, Elvie.Valasote@kingcounty.gov Backup: Lisa McFarlane: 206-263-2915, Lisa.McFarlane@kingcounty.gov
DHR	Primary: Quan Palmer: 206-263-9144; wpalmer@kingcounty.gov Backup: Elisha Mackey: 206-477-0193; elisha.mackey@kingcounty.gov
DJA	Primary: Brittany Hagen Crosser: 206-477-4035, Brittany.HagenCrosser@kingcounty.gov Backup: Joy Fernandes: 206-477-0774, Joy.Fernandes@kingcounty.gov
DLS	Primary: Theresa Reynolds: 206-477-0380, Theresa.Reynolds@kingcounty.gov Backup: Megan Rulien: 206-263-8150, Megan.Rulien@kingcounty.gov
DNRP	Primary: Lisa Aweeka: 206-263-1065, Lisa.Aweeka@kingcounty.gov Backup: Sue Ruiz: 206-477-3298, Sue.Ruiz@kingcounty.gov
DOA	Primary: Richard P. Watson: 206-263-2356, Richard.Watson@kingcounty.gov Backup: Alicia Warren: 206-263-2264, Alicia.Warren@kingcounty.gov
DPD	Primary: Meheret Woldetsadik: 206-263-0319, Meheret.Woldetsadik@kingcounty.gov Backup: Irma Van Buskirk: 206-263-9002, Irma.VanBuskirk@kingcounty.gov
DPH	Primary: Nicolae Horea: 206-263-8736, Nicolae.Horea@kingcounty.gov ; PH.leaveAdmin@kingcounty.gov Backup: Debbie Baker: 206-263-4053, debbaker@kingcounty.gov ; PH.leaveAdmin@kingcounty.gov
Executive's Office	Primary: Seth Watson: 206-477-5330, Seth.Watson@kingcounty.gov Backup: Dan Grant: 206-263-9702, Dan.Grant@kingcounty.gov
KCC	Primary: Deandra Stanley: 206-477-7707, Deandra.Stanley@kingcounty.gov Backup: Jessica Oscoy: 206-263-1424, Jessica.Oscoy@kingcounty.gov
KCDC	Primary: Czar Peralta: 206-477-7716, Czar.Peralta@kingcounty.gov
KCE	Primary: Reeshema Lewis: 206-263-8413, Reeshema.Lewis@kingcounty.gov
KCIT	Primary: Shane Dickson: 206-263-2454, Shane.Dickson@kingcounty.gov Backup: Silvette Lee: 206-263-1348, Silvette.Lee@kingcounty.gov
KCMTD	Primary: Heather Cory: 206-477-5828, Heather.Cory@kingcounty.gov Backup: Que Mathis: 206-477-5405, Que.Mathis@kingcounty.gov
KCPAO	Primary: Becky Gifford: 206-477-1204, Becky.Gifford@kingcounty.gov Backup: Trinni Liang: 206-263-9359, Trinni.Liang@kingcounty.gov
KCSC	Primary: Gertrude Fuentes: 206-477-1529, Gertrude.Fuentes@kingcounty.gov Backup: Judith Hullett: 206-477-3364, Judith.Hullett@kingcounty.gov
KCSO	Primary: Christy Hammond: 206-263-2545, Christy.Hammond@kingcounty.gov Backup: Nicole Hall: 206-477-9729, Nicole.Hall@kingcounty.gov
Central Payroll	Primary: Nichole Bell: 206-477-9433, Nichole.Bell@kingcounty.gov Backup: John Rupprecht: 206-477-9475, John.Rupprecht@kingcounty.gov

Verify active-duty orders: <https://scra-w.dmdc.osd.mil/scra/#/home>

Locating service members or a mailing address: https://kb.defense.gov/app/answers/detail/a_id/344/related/1