

Policy 2.1.33

Uniformed Service Shared Leave Pool

Contact: Human Resources Director

2.1.33.1 Purpose

The purpose of the Uniformed Service Shared Leave Pool is to allow employees to donate leave to be used as shared leave for any employee who has been called to service in the uniformed services and who meets the requirements of [RCW 41.04.665](#).

Washington Technology Solutions (WaTech) refers to the “consolidated technology services (CTS) agency” identified in RCW 43.105.

2.1.33.2 Applicability

This policy applies to all WaTech/CTS employees (Represented and Non-Represented General Service, WMS, and Exempt). Represented employees shall refer to the master agreement provisions that may supersede any portion of this policy.

2.1.33.3 Definitions

The following definitions apply to the uniformed service shared leave pool:

1. "Employee" means any employee who is entitled to accrue sick leave or vacation leave and for whom accurate leave records are maintained. This does not include employees of school districts and educational service districts.
2. "Service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty including state-ordered active duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.
3. "Uniformed services" means the armed forces, the army national guard, and the air national guard of any state, territory, commonwealth, possession, or district when engaged in active duty for training, inactive duty training, full-time national guard duty, or state active duty, the commissioned corps of the public health service, the coast guard, and any other category of persons designated by the president of the United States in time of war or national emergency.
4. "Military salary" means the base, specialty, and other pay, but does not include allowances such as the basic allowance for housing.
5. "Monthly salary" means the monthly salary and special pay and shift differential, or the monthly equivalent for hourly employees. Monthly salary

does not include overtime pay, callback pay, standby pay or performance bonuses.

2.1.33.4 Description

This policy addresses the Uniformed Service Shared Leave Pool. [WAC 357-31-655](#) requires each employer to develop a written Uniformed Service Shared Leave Pool policy.

2.1.33.5 Administration of Policy

The Uniformed Service Shared Leave Pool will be administered by the Military Department in consultation with the WA State Human Resource Office and the Office of Financial Management.

2.1.33.6 Eligibility

An employee is eligible to receive shared leave from the Uniformed Service Shared Leave Pool if the employee's monthly military salary (as defined in [WAC 357-31-650](#)) is less than the employee's state monthly salary (as defined in [WAC 357-31-650](#)). However, up to eight hours per month may be used from the pool, for the purpose of continuing medical benefits regardless of the employee's state and military salary.

2.1.33.7 Donation to the Pool

An employee who is eligible to donate leave under [WAC 357-31-685](#) may donate leave to the Uniformed Service Shared Leave Pool.

There are some limits to keep in mind for employees who are considering donating leave to the Uniformed Service Shared Leave Pool.

1. *Vacation leave:* An employee's request to donate leave may not cause his/her vacation leave balance to fall below eighty (80) hours after the transfer. For part-time employees, requirements for vacation leave balances are prorated.
2. *Sick leave:* An employee's proposed donation of sick leave may not cause the employee's sick leave balance to fall below one hundred seventy-six (176) hours after the transfer.
3. *Personal holiday:* An employee may donate all or part of his or her personal holiday.

Contact the WaTech/CTS Human Resource office if you would like to donate leave to the pool.

2.1.33.8 Use of the Pool

An employee who has been called to service in the uniformed services and is eligible for shared leave under [RCW 41.04.665](#) may request shared leave from the Uniformed Service Shared Leave Pool. Contact the WaTech/CTS human resource office if you would like to request shared leave from the Uniformed Service Shared Leave pool.

2.1.33.9 Abuse of the Pool

WaTech/CTS shall investigate any alleged abuse of the Uniformed Service Shared Leave Pool and on a finding of wrongdoing; the employee may be required to repay all of the shared leave received from the pool. Abuse of the pool may also result in disciplinary action up to and including dismissal.

2.1.33.10 Donating Leave to a Specific Employee

Leave donated to the Uniformed Service Shared Leave Pool is withdrawn from the pool by employees according to procedures established by the Military Department. Employees who wish to donate their leave to a specific employee should consider donating leave under the Leave Sharing Program described in [RCW 41.04.665](#). Contact the WaTech/CTS human resource office for more information on the Leave Sharing Program.

References

- [RCW 41.04](#)
- [RCW 43.79](#)
- [WAC 357-31-640](#)
- [WAC 357.31](#)

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