

DONATED LEAVE

cba Code	Union: Contract Expires: Union Codes:	Minimum sick leave accrual balance required for donor (i.e., 100 hours)	Maximum number of sick leave hours donor allowed to donate (i.e., 25 hours)	Time period unused donated leave reconverted back to donor (i.e., 90 days)	Conversion in hours or dollars	Other rules
	Non-Represented Employees Follow 2005 Personnel Guidelines	100	25	90	Dollars	Vacation hours donated cannot exceed the donor's accrual balance
8 - 037C0105	Dental Department of Public Health Expires: 7/31/07 OPEIU	Silent	Silent	Silent	Silent	
8 - 035C0106	Departments of Assessment Department of Assessment Expires: 12/31/08 OPEIU	Silent	Silent	Silent	Silent	
8 - 038C0107	Departments of: Public Health (Division of Alcohol, Tobacco and Other Drugs Prevention), Community and Human Services (Mental Health, Chemical Abuse and Dependency Services Division) Department of Public Health Expires: 8/31/09 OPEIN	Silent	Silent	Silent	Silent	
17 - 047C0104	International Federation of Professional & Technical Engineers, Local 17 Administrative Support and Rideshare Expires: 12/31/06 C2, C6	Silent	Silent	Silent	Silent	
17 - 050C0103	Technical Engineers – Court Reporters Department of Superior Court Expires: 12/31/06 0017B	Silent	Silent	Silent	Silent	
17 - 040C0105	International Federation of Professional & Technical Engineers, Local 17 Departments of: Development and Environmental Services, Natural Resources & Parks, Transportation Expires: 5/1/06 0017A	100	25	90	Dollars	

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17 - 061C0104	Graphic Design – Graphic Illustrators Department of Executive Services (Information & Telecommunications Svs) Expires: 12/31/07 17G, C13	100	25	90	Dollars	One year of service before donation of vacation hours. Sick leave hours are exempt from sick leave payoff provisions and vacation leave hours are exempt from vacation leave payoff provisions.
17 - 048C0104	International Federation of Professional & Technical Engineers, Local 17 Information Technology Expires: 12/31/06 17IT1, 17IT2, 17IT, C14, C16, C19	100	25	90	Dollars	One year of service before donation of vacation hours. Sick leave hours are exempt from sick leave payoff provisions and vacation leave hours are exempt from vacation leave payoff provisions.
17 - 055C0105	Office of Emergency Management – Project/Program Manager III Department of Executive Services Expires: 3/31/08 017EM	100	25	90	Dollars	One year of service before donation of vacation hours. Sick leave hours are exempt from sick leave payoff provisions and vacation leave hours are exempt from vacation leave payoff provisions.
17 - 043C0104	International Federation of Professional & Technical Engineers, Local 17 Professional & Technical, Interest Arbitration Expires: 6/30/06 C4	100	25	90	Dollars	Vacation donors must complete one (1) year of service prior to donating. Vacation hours donated cannot exceed the donor's accrual balance
17 - 046C0106	Professional & Technical – Roads Division Department of Transportation Expires: 12/31/08 C7, 0017P, 0017M	100	25	90	Dollars	No limit to the amount of persons you can give to per year - just can't go below 100 balance

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17 - 066C0105	International Federation of Professional & Technical Engineers - Section Managers Departments of: Natural Resources & Parks, Transportation Expires: 12/31/07 0017X	100	25	90	Dollars	
17 - 065C0105	International Federation of Professional & Technical Engineers - Supervisors Departments of: Natural Resources & Parks, Transportation Expires: 12/31/07 0017F	100	25	90	Dollars	
17 - 042C0106	International Federation of Professional & Technical Engineers, Local 17 Transit Chiefs Expires: 8/31/08 C3	Silent	Silent	Silent	Silent	
17 - 044C0106	International Federation of Professional & Technical Engineers, Local 17 Transit Supervisors Expires: 8/31/09 C5	Silent	Silent	Silent	Silent	
17 - 060C0105	International Federation of Professional & Technical Engineers, Local 17 Department of Public Health and Community and Human Services Expires: 12/31/07 IFPTE	100	25	90	Dollars	
21 - 080C0106	Washington State Council of County and City Employees Local 21-AD Department of Adult and Juvenile Detention Expires: 12/31/07 21AD - 0021C	100	25	90	Dollars	

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21 - 090C0105	Washington State Council of County and City Employees Council 2 Department of District Court (Wages Only) Expires: 12/31/07 21DC - 0021D	100	25	90 days – sick leave	Silent	Employees may donate sick leave as provided for in King County Code 3.12.223 (B).
21 - 070C0106	Washington State Council of County and City Employees Local 21-HD Department of Public Health Expires: 12/31/08 21-HD	100	25	90	Dollars	
77 - 100C0104	International Brotherhood of Electrical Workers, Local 77 (Radio) Department of: Transportation (Road Svs) and Executive Services (ITS, Airport) Expires: 12/31/07 E1, IEBW	100	25	90	Dollars	Exempt from sick leave payoff provisions
77 - 101C0104	International Brotherhood of Electrical Workers, Local 77 Power (of Power & Facilities Section) Expires: 12/31/07 E2	100	25	90	Dollars	Vacation hours donated cannot exceed the donor's accrual balance
117 - 110C0104	Administrative Support Employees Departments of: Executive Services, Natural Resources & Parks, Community and Human Services, Public Health, Transportation Expires: 12/31/07 F1, 0117E, 0117L	100	25	90	Dollars	
117 - 150C0204	Professional & Technical Employees Unit Departments of: Executive Services, Natural Resources & Parks, Transportation Expires: 12/31/07 F3	100	25	90	Dollars	Donated sick leave hours shall be excluded from the sick leave payoff provisions

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117 – 155C0105	Employee’s of the Prosecuting Attorney’s Office Prosecuting Attorneys Office Expires: 12/31/07 0117K	Silent	Silent	Silent	Silent	
117 - 156C0106	Professional & Technical and Administrative Support Departments of Natural Resources & Parks Expires: 10/31/08 F6, F6C	Employees may donate BT and ESL to another employee in accordance with King County guidelines for donation of vacation and sick leave The employee must exhaust all accrued sick leave (ESL) prior to using unpaid leave for the employee’s own health condition. Donated leave shall run concurrently with unpaid leave.				
117 - 157C0106	Wastewater Treatment Division Supervisors Departments of Natural Resources & Parks Expires: 10/31/08 F5	Employees may donate BT and ESL to another employee in accordance with King County guidelines for donation of vacation and sick leave The employee must exhaust all accrued sick leave (ESL) prior to using unpaid leave for the employee’s own health condition. Donated leave shall run concurrently with unpaid leave.				
174 - 160C0106	Teamsters, Local 174 Departments of Natural Resources & Parks, Transportation Expires: 08/31/09 0174A	100	25	90	Dollars	Sick leave hours are exempt from sick leave payoff provisions and vacation leave hours are exempt from vacation leave payoff provisions.
302 - 351C0106	Equipment Operators Departments of Natural Resources & Parks, Transportation Expires: 2/18/09 0302A	100	25	90	Dollars	Sick leave hours are exempt from sick leave payoff provisions and vacation leave hours are exempt from vacation leave payoff provisions.
519 - 180C0104	Public Safety Employee’s - King County Sheriff Captains Department of Public Safety Expires: 12/31/08 SEIU 0519A, 0519C	Consistent with King County Code <i>Section 8. Vacation Transfer:</i> Employees may transfer a portion of their accrued vacation to other employees consistent with King County ordinance K.C.C. 3.12.223; Ordinance 12014 Section 22 policy and procedures.				
519 -212C0104	Public Safety Employee’s – Communications Center Employees Department of Public Safety Expires: 12/31/08 SEIU 51991	Consistent with King County Code <i>Section 10. Vacation Transfer:</i> Employees in the bargaining unit shall be allowed to donate vacation leave in accordance with the provisions set forth in King County Code 3.12.223, as amended, and Personnel Guidelines Rule 14.4				

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519 - 330C0104	Public Safety Employee's - Management Bargaining Unit Department of Adult & Juvenile Detention Expires: 12/31/07 <hr/> SEIU	Silent	Silent	Silent	Silent	For vacation donations refer to King County ordinance
519 - 190C0106	Public Safety Employee's - Non-Commissioned Departments of: Adult & Juvenile Detention, Community and Human Services, Public Safety Expires: 12/31/08 <hr/> SEIU 0519B, 0519T	Consistent with King County Code Section 10. <u>Vacation Donation</u> : Employees may donate accrued vacation hours to other eligible King County Employees consistent with King County policy and ordinances.				
519 - 210C0104	Public Safety Employee's – Fire Marshal Department of Development & Environmental Services Expires: 12/31/07 <hr/> SEIU 0519D	100	25	90	Dollars	
519 - 020C0205	Superior Court Clerks Judicial Administration Expires: 12/31/08 <hr/> SEIU	100	25	90	Dollars	Section 8.18. <u>Transferring and Donating Vacation and Sick Leave.</u> Employees may transfer vacation hours and donate sick leave hours pursuant to King County Code Section 3.12.223 as it currently exists or is amended by County Council by ordinance.

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587 - 410C0104	Amalgamated Transit Union, Local 587 Operations, Vehicle Maintenance and Facilities Expires: 10/31/07	<p><u>Sick Leave Donations:</u> Each calendar year, an employee with more than 100 hours of sick leave may donate a maximum of 24 hours, in 8-hour increments, to individuals employed by King County who have exhausted their SL, VAC and AC time. Donated sick leave becomes the property of the recipient. Upon retirement, the recipient may <u>not</u> cash out donated sick leave. Conversion is as follows: 587-employee to 587-employee donations and non-587 employee to 587-employee donations are on an hour for hour basis, regardless of respective pay rates; 587-employee to non-587 employee is governed by the rules that normally apply to the recipient.</p> <p><u>Vacation Leave and AC Donations:</u> Each calendar year, an employee may donate up to 50% of available vacation leave and up to 100% of AC time, in 8-hour increments, to individuals employed by King County who have exhausted or who, within 5 calendar days following receipt of the donation request in Payroll, will have exhausted their SL, VAC and AC time. Donated VAC and AC becomes the property of the recipient. Upon retirement, the recipient may <u>not</u> cash out donated VAC. Conversion is as follows: 587-employee to 587-employee donations and non-587 employee to 587-employee donations are on an hour for hour basis, regardless of respective pay rates; 587-employee to non-587 employee is governed by the rules that normally apply to the recipient.</p>				
763 - 220C0104	Public, Professional & Office-Clerical Employees and Drivers Department of Assessments Expires: 12/31/06 0763A	Silent	Silent	Silent	Silent	
767 - 230C0105	Print Shop – Graphic Communications Department of Executive Services (Information & Telecommunication Svc) Expires: 12/31/07 L1	100	25	90	Dollars	Sick leave hours are exempt from sick leave payoff provisions and vacation leave hours are exempt from vacation leave payoff provisions.
925 - 012C0105	Facilities Management Division (custodians) Department of Executive Services Expires: 12/31/07 SEIU - 0925D	100	25	90	Dollars	
925 - 010C0105	Parks & Recreation Employees Department of Natural Resources & Parks – Parks & Recreation Division Expires: 12/31/07 SEIU - 0925A, 0925X	100	25	90	Dollars	One year of service before donation of vacation hours. Sick leave hours are exempt from sick leave payoff provisions and vacation leave hours are exempt from vacation leave payoff provisions.

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925 – 030C0102	Involuntary Commitment Specialists Department of Community and Human Services – Division of Mental Health Expires: 6/30/05 SEIU - 0925C	Silent	Silent	Silent	Silent	Section 8.4 Use of Donated Leave. Use of donated leave shall run concurrently with the eighteen work week family medical leave entitlement.
925 - 011C0104	Wastewater Treatment Division Department of Natural Resources & Parks Expires: 10/31/06 A2	<p style="text-align: center;">18.5 Donation of Benefit Time (BT) and/or Compensatory Time (CT)</p> <p style="text-align: center;">Employees will be allowed to donate their accrued BT and/or compensatory time to other employees who are unable to work due to personal circumstances, e.g., illness, injury or personal emergency. There is no limit to the amount of accrued BT and/or CT that can be donated. Hours must be donated in one-hour increments.</p> <p style="text-align: center;">----</p> <p style="text-align: center;">The amount of benefit time and/or compensatory time donated shall be based upon the anticipated length of time the employee will be absent from work, as supported by available documentation from the employee’s physician.</p> <p style="text-align: center;">----</p> <p style="text-align: center;">Once the hours have been donated by an employee, they become the property of the employee to whom they are being donated.</p>				
1652 - 260C0105	Washington State Council of County and City Employees – Medical Examiner Department of Public Health Expires: 12/31/07 AFSCME	100	25	90	Dollars	
1652 - 263C0106	Washington State Council of County and City Employees – Worksource Department of Community and Human Services Expires: 12/31/09 1652M	100	25	90	Dollars	
1652R – 275C0206	Washington State Council of County and City Employees - Industrial and Hazardous Waste Department of Water and Land Resources Expires: 12/31/07 M3	100	25	90	Dollars	

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2084 - 272C0104	Washington State Council of County and City Employees – Facilities Management Division Department of Executive Services, Facilities Management Division Expires: 12/31/06 2084FM - 2084F	100	25	90	Dollars	
2084 - 276C0103	Washington State Council of County and City Employees – Juvenile Detention Supervisors Department of Adult & Juvenile Detention Expires: 12/31/06 2084R	Consistent with King County Code Section 1. <u>Donation of Leaves:</u> An employee eligible for paid leaves may donate a portion of his/her accrued leaves to a leave accrual eligible employee in accordance with Chapter 3.12 of the King County Code				
2084 - 273C0103	Superior Court – Staff (Wages Only) Superior Court Expires: 12/31/06 2084SC - 2084A, 2084B	100	35	90	Dollars	The transfer must have the approval of the Chief Administrative Officer.
2084 - 274C0104	Superior Court – Supervisors (Wages Only) Superior Court Expires: 12/31/06 2084SCS – 2084S	100	35	90	Dollars	The transfer must have the approval of the Chief Administrative Officer.
2595 – 280C0104	International Association of Fire Fighters – Paramedics, Emergency Medical Services Department of Public Health Expires: 12/31/06	Silent	Silent	Silent	Silent	
ACOG - 170C0104	Animal Control Officers Guild Department of Executive Services (Records, Elections and Licensing Services) Expires: 12/31/06 ACOG	Section 8. <u>Use of donated leave:</u> Use of donated leave shall run concurrently with the eighteen work week family medical leave entitlement.				

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JCC - 350C0103	Joint Craft Council Representing Construction Craft Employees Expires: 12/31/05 <hr/> JCC0008A, 0008B, 0032A 0032C, 0046A 0104A, 0117A 0117B, 0117H 0117J, 0117M 0117Q, 0117S 0131A, 0286A 0289A, 0289B 0300A, 1094A 1239A, 01797 0117C	100	25	90	Dollars	
KCCPG - 226C0106	King County Court Protection Guild – Court Protection Security Assistants Department of Adult and Juvenile Detention Expires: 12/31/08 <hr/> KCCPG	100	25	90	Dollars	
KCJDG - 296C0206	King County Juvenile Detention Guild Department of Adult and Juvenile Detention Expires: 12/31/08 <hr/> KCCG	<i>Donation of Leaves:</i> An employee eligible for paid leaves may donate a portion of his/her accrued leaves to a leave accrual eligible employee in accordance with Chapter 3.12 of the King County Code (K.C.C.).				
KCPOG - 290C0104	King County Police Officers Guild King County Sheriff’s Office Expires: 12/31/08 <hr/> KCCG	Section 11. <i>Leave Donations and Transfers.</i> Members of this bargaining unit shall be allowed to transfer accrued vacation and/or sick leave in accordance with the King County Ordinance				
KCCG – 295C0103	King County Corrections Guild Department of Adult and Juvenile Detention Expires: 12/31/06 <hr/> KCCG	Silent	Silent	Silent	Silent	Vacation Leave Transfers. Employees in the bargaining unit shall be allowed to transfer vacation leave in accordance with the provisions set forth in King County Code 3.12.223, as amended.
KCPAA - 370C0300	King County Prosecuting Attorney’s Office Association Prosecuting Attorney’s Office Expires: 6/30/03 <hr/> KCCG	Silent	Silent	Silent	Silent	

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TEA	Technical Employees Association Staff, Interest Arbitration Expires: 12/31/04 W2	100	25	90	Dollars	Vacation donors must complete one (1) year of service prior to donating. Vacation hours donated cannot exceed the donor's accrual balance
TEA - 422423	Technical Employees Association - Staff and Supervisors Department of Transportation Expires: 12/31/04 W1	100	25	90	Dollars	Vacation donors must complete one (1) year of service prior to donating. Vacation hours donated cannot exceed the donor's accrual balance
TEA - 424C0104	Technical Employees Association - Staff and Supervisors Department of Natural Resources and Parks Expires: 06/30/05 W3, W4	100	25	90	Dollars	
UCA - 380C0106	Uniformed Command Association – Corrections Jail Captains Department of Adult & Juvenile Detention Expires: 12/31/08 DADUC	Section 7. <u>Vacation Leave Donations</u> : Employees shall be allowed to transfer vacation leave in accordance with the provisions set forth in King County Code. Contract is silent on SL donations.				
WSNA - 310C0104	Staff Nurses Department of Public Health Expires: 12/31/06 WSNAB, WSNAI	Section 8.11 <u>Vacation Donation</u> : Employees covered by this Agreement shall be eligible for the vacation donation program as provided in KCC 3.12.223 and the King County Personnel Guidelines. Sick Leave Donation: Employees covered by this agreement are eligible for the sick leave donation program in KCC 3.12.223 and the King County Personnel Guidelines.				
WSNA - 320C0105	Supervisors and Managers Department of Public Health Expires: 12/31/07 WSNAC, WSNAD	100	25	90	Dollars	