# 1500.390 VETERANS’ IN-SERVICE SHARED LEAVE POOL PROCEDURE

The veterans’ in-service shared leave pool (VISSLP) allows eligible Washington state employees who accrue leave to donate some of their leave to a pool where eligible co-workers or other state employees may receive leave from the pool if they will need to take leave without pay or separate from employment for the reasons listed below under "Requesting Leave.” Eligible state employees who donate leave to the pool are subject to the limitations defined below under “Donating Leave.” In addition to [RCW 41.04.672](https://apps.leg.wa.gov/RCW/default.aspx?cite=41.04.672) that creates and governs this pool, [WAC 357-31-750](https://apps.leg.wa.gov/wac/default.aspx?cite=357-31-750) through [WAC 357-31-830](https://apps.leg.wa.gov/wac/default.aspx?cite=357-31-830) provides VISSLP guidance with respect to civil service employees who are not members of a bargaining unit. To the extent that this procedure addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented classified employees.

The VISSLP program allows state employees to maintain a level of compensation and employee benefits, as they would normally receive if using accrued vacation leave or sick leave.

## A. SHARED LEAVE PROGRAM

In addition to leave donations that employees make to or leave received from the veteran’s in-state service shared leave pool, eligible employees may request to donate leave directly to another employee or may request to receive shared leave hours through the Washington state shared leave program. More information can be found in WVC shared leave policy 500.375 and procedure 1500.375.

## B. ADMINISTRATION

The veteran’s in-service shared leave pool is administered by the Washington State Department of Veterans Affairs in consultation with the office of financial management.

## C. ELIGIBILITY

To receive shared leave from the pool, you must meet the following requirements:

### 1. The employee has depleted or will shortly deplete their paid military leave, compensatory time, annual leave, sick leave and personal holiday.

### 2. The employee is a veteran as defined under [RCW 41.04.005](https://app.leg.wa.gov/RCW/default.aspx?cite=41.04.005), and is attending medical appointments or treatments for a service connected injury or disability, or

### 3. The employee is a spouse of a veteran as defined under [RCW 41.04.005](https://app.leg.wa.gov/RCW/default.aspx?cite=41.04.005) and who requires assistance while attending medical appointment or treatments for a service connected injury or disability.

## D. REQUESTING LEAVE

Though the program is administered by the WDVA, you apply through WVC Human Resources who will submit your request to the WDVA.

An employee is eligible to request leave from the VISSLP if there is leave available in the pool, and the employee meets the following criteria:

### 1. The employee has applied for Veterans In-Service Shared Leave using the shared leave - VISSLP leave request form—available on the human resources (HR) website.

### 2. The employee seeking leave provide a veteran’s affairs benefits summary letter from the U.S. Department of Veterans Affairs and a copy of "DD Form 214" verifying that:

#### a. The employee has a service connected injury or disability or

#### b. The employee is a spouse of a veteran who requires assistance while attending medical appointments or treatments for a service connected injury or disability.

Shared leave received from the VISSLP is not included in the five hundred twenty-two (522) days limit specified in RCW 41.04.665.

## E. DONATING LEAVE

An employee who is eligible to donate leave under Washington state shared leave program, [RCW 41.04.665](https://apps.leg.wa.gov/RCW/default.aspx?cite=41.04.665), may request approval to donate leave to the veterans in-service shared leave pool (VISSLP) by submitting a completed VISSLP leave donation form, available on the HR website. Donations of leave to the VISSLP must meet the following requirements specific to the type of leave being donated:

### 1. Annual (vacation) Leave:

The employee’s request to donate leave will not cause their annual leave balance to fall below 80 hours after the transfer.

### 2. Sick Leave:

The employee’s request to donate leave will not cause their compensable sick leave balance to fall below 176 hours for classified and exempt and 154 hours for faculty, after the transfer.

### 3. Personal Holiday:

The employee may donate all or part of a personal holiday.

**NOTE:** Employees may not donate annual leave hours that would otherwise be lost on the next anniversary date due to exceeding maximum leave accruals. Employees may not donate annual leave, sick leave or personal holidays that would otherwise be lost due to separation of employment.

Employees who donate leave to the VISSLP may not rescind their donation later.

Leave donated to the VISSLP is withdrawn from the pool by employees according to procedures established by the Washington State Department of Veterans Affairs. For more information regarding these procedures, see the [Washington State Department of Veterans Affairs website](https://www.dva.wa.gov/benefits/veterans-state-service-shared-leave-program).

## F. ABUSE OF THE POOL

The college and/or the department of veterans’ affairs shall investigate any alleged abuse of the VISSLP and on a finding of wrongdoing, the employee may be required to repay all of the shared leave received from the pool. The only time an employee will have to repay leave credits is when there is a finding of wrongdoing.

## G. HUMAN RESOURCES/PAYROLL RESPONSIBILITIES

It is the responsibility of the human resource and payroll offices to:

### 1. When an employee submits a shared leave – VISSLP donation form, review the employee section of the form for accuracy and complete the rest of the form.

### 2. Approve or deny donations request for leave from the VISSLP ensuring compliance with applicable RCWs, WACs, college policies and procedures, and collective bargaining agreements.

### 3. Provide guidance and consultation to employees, supervisors and managers who have questions regarding the VISSLP.

### 4. If donation form is approved, deduct leave donated from the employee’s leave balances and convert employee’s leave to dollars and work with fiscal services to forward payment to the state WDVA.

### 5. When an employee submits a shared leave – VISSLP request form, review for completeness and submit the request to the state WDVA.

Approved by the president’s cabinet: 6/4/19

Presented to the board of trustees: 6/19/19

Last reviewed: 9/16/19

Procedure contact: Human Resources

Related policies and procedures

 500.375 [Shared Leave Policy](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/500.375-shared-leave.html)

 1500.375 [Shared Leave Procedure](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/500.375-shared-leave.html)

 500.390 [Veteran’s In-Service Shared Leave Pool Policy](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/500.390-veterans-in-state-shared-leave.html)