

In accordance with the recently updated Administrative Guidelines, effective March 17, 2022, the County's Shared Sick Leave program has transitioned from an employee specific donation program to a shared bank of time that all employees with approved shared sick leave requests have access to. Beginning immediately, and with quarterly announcements, Human Resources (HR) will begin soliciting sick leave donations from those employees that are eligible to donate available sick leave hours. All donations are strictly voluntary. Once donated, sick leave hours will remain in the sick leave donation bank and will not be returned.

- To be eligible, employees must maintain a sick leave balance of no less than 30 days after donating sick leave.
 - Workday will not allow donations that would drop an employee's sick leave balance below this level.
- Employees may donate sick leave in full day increments up to the maximum per calendar year of 35, 37.5, or 40 hours depending on the donating employee's work schedule.
 - Workday will not allow donations that exceed this amount.

If you wish to learn more about the Shared Sick Leave Program, visit the intranet web site and select Employee > Benefits > Leave > Shared Sick Leave or by clicking this link:

<http://www.co.pierce.wa.us/index.aspx?NID=1141>.

WORKDAY DONATION SUBMITTAL INSTRUCTIONS:

1. Log into Workday
2. Under Home Screen: Select "Absence"
3. Under Request: Select "Request Absence"
4. Click on today's date on calendar
5. Click on "Request Absence" (blue button)
6. Under Type: Type in "Shared Sick Donation"
7. Click on "Next"
8. Under Request Absence: Select "Edit Quantity per Day"
9. Enter the total number of hours you are donating (i.e., 8 hours, 40 hours, etc.).
10. Click "SUBMIT" (your donation notification will be sent to HR for processing)

Please note:

- If your schedule is 7 hours/day, you may only enter the following donation amounts: 7, 14, 21, 28 or 35 (maximum).
- If your schedule is 7.5 hours/day, you may only enter the following donation amounts: 7.5, 15, 22.5, 30 or 37.5 (maximum).
- If your schedule is 8 hours/day, you may only enter the following donation amounts: 8, 16, 24, 32, or 40 (maximum).

PAPER DONATION SUBMITTAL INSTRUCTIONS (for **employees who do not enter their time in workday):**

Obtain a donor form by visiting the Shared Sick Leave Program web page, and select Employee, Benefits > Leaves > Shared Sick Leave or by clicking on this link:

<http://www.co.pierce.wa.us/index.aspx?NID=1141>. Please submit the completed form to HR at robert.welch@piercecountywa.gov.

For questions about this program, please contact:

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