



"Serving Those Who Served"

Veterans In-State Service Shared Leave Pool (VISSLP)

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Purpose of the Veteran's In-State Service Shared Leave Pool (VISSLP)

The VISSLP was created to allow general government and higher education employees to voluntarily donate their leave to be used for:

1. A veteran to attend medical appointments or treatments for a service-connected injury or disability, including U.S. Department of Veterans Affairs compensation and pension exams; or
2. An employee who is the spouse of a veteran who requires assistance while attending medical appointments or treatments for a service-connected injury or disability, including U.S. Department of Veterans Affairs compensation and pension exams.



Definitions

The following definitions apply to the Veteran's In-State Service Shared Leave Pool:

Employee

"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 or those employees called to service in the uniformed services.

Monthly Salary

"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.

Veteran

"Veteran" has the meaning provided in RCW 41.04.005:

(1) As used in RCW [41.04.005](#), "veteran" includes every person, who at the time he or she seeks the benefits has received an honorable discharge, is actively serving honorably, or received a discharge for physical reasons with an honorable record and who meets at least one of the following criteria:

(a) The person has served between World War I and World War II or during any period of war, as defined in subsection (2) of this section, as either:

(i) A member in any branch of the armed forces of the United States;

(ii) A member of the women's air forces service pilots;

(iii) A U.S. documented merchant mariner with service aboard an oceangoing vessel operated by the war shipping administration, the office of defense transportation, or their agents, from December 7, 1941, through December 31, 1946; or

(iv) A civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946; or

(b) The person has received the armed forces expeditionary medal, or marine corps and navy expeditionary medal, for opposed action on foreign soil, for service:

(i) In any branch of the armed forces of the United States; or

(ii) As a member of the women's air forces service pilots.

(2) A "period of war" includes:

(a) World War I;

(b) World War II;

(c) The Korean conflict;

(d) The Vietnam era, which means:

- (i) The period beginning on February 28, 1961, and ending on May 7, 1975, in the case of a veteran who served in the Republic of Vietnam during that period;
- (ii) The period beginning August 5, 1964, and ending on May 7, 1975;
- (e) The Persian Gulf War, which was the period beginning August 2, 1990, and ending on the date prescribed by presidential proclamation or law;
- (f) The period beginning on the date of any future declaration of war by the congress and ending on the date prescribed by presidential proclamation or concurrent resolution of the congress; and
- (g) The following armed conflicts, if the participant was awarded the respective campaign badge or medal: The crisis in Lebanon; the invasion of Grenada; Panama, Operation Just Cause; Somalia, Operation Restore Hope; Haiti, Operation Uphold Democracy; Bosnia, Operation Joint Endeavor; Operation Noble Eagle; southern or central Asia, Operation Enduring Freedom; and Persian Gulf, Operation Iraqi Freedom.



Donating Leave

to the
Veteran's In-State Service Shared Leave Pool (VISSLP)

Eligibility to Donate Leave to the VISSLP

An employee may donate vacation leave, sick leave, or all or part of a personal holiday to the VISSLP if the donating employee's employer approves the employee's request to donate leave and:

- **Vacation leave**: The full-time employee's request to donate will not cause their vacation leave balance to fall below **80 hours** after the transfer. For part-time employees, requirements for vacation leave balances are prorated.
- **Sick leave**: The employee's request to donate leave will not cause their sick leave balance to fall below **176 hours** after the transfer.
- **Personal Holiday**: The donating employee's employer approves the employee's request to donate all or part of their personal holiday to the VISSLP.

Process

1. **Employee**
 - Requests to donate leave to the VISSLP following their agency procedure/process.
2. **Agency Designated Shared Leave Staff**
 - Approves or denies the employee's request to donate leave ensuring compliance with applicable WACs and agency/institution policies and procedures.
 - If approved, deducts the leave from the employee's leave balance(s) in HRMS or Institution personnel/payroll system, converts employee's leave to dollars using the loaded rate, and forwards payment to the VISSLP following the VISSLP accounting procedures.
3. **WDVA HR/PR Staff**
 - Documents the donation in the VISSLP account as outlined in the VISSLP Accounting Procedures.

Other Information Regarding Leave Donations

- Participation in the VISSLP must at all times be voluntary on the part of the donating and receiving employee.
- Donations shall only be allowed to the VISSLP and not to an individual. Employees who would like to donate to an individual will need to utilize their agency's shared leave program.
- Employees who donate leave to the VISSLP may not rescind their donation later.

Requesting and Receiving Leave

through the
Veterans In-State Service Shared Leave Pool (VISSLP)

Eligibility to Receive Leave from the VISSLP

Employees are 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 depleted or will shortly deplete compensatory time, recognition leave, personal holiday, accrued vacation leave, and accrued sick leave; and
2. The employee is a veteran and is attending medical appointments or treatments for a service connected injury or disability, including U.S. Department of Veterans Affairs compensation and pension exams; or
3. The employee is a spouse of a veteran who requires assistance while attending medical appointments or treatments for a service connected injury or disability, including U.S. Department of Veterans Affairs compensation and pension exams.

Process

1. Employee
 - Applies for Shared Leave following their agency procedure/process
 - Fills out employee portion of VISSLP Recipient Form
 - Submits summary letter from the U.S. Department of Veterans Affairs and a copy of “DD Form 214” to indicate the employee has a service-connected disability
 - If the employee is a current member of the uniformed services or attending compensation and pension exam, they shall submit a letter from command or from the compensation and pension clinic indicating they had a compensation and pension exam.
2. Agency Designated Shared Leave Staff
 - Approves or denies the employee’s shared leave request, ensuring compliance with applicable WAC’s and agency/institution policies and procedures.
 - Upon receipt of agency approval, facilitates the completion/submittal of the following items.
 - VISSLP Leave Recipient Form;
 1. Summary Letter from the U.S. Department of Veterans Affairs verifying that the medical appointments correspond with the service-related injuries listed
 2. Copy of “DD Form 214” verifying that the employee’s discharge from service was honorable
 3. Compensation and pension letter (if necessary)

- Reviews documents for completeness. If documents are complete, forwards request package to Washington Department of Veterans Affairs (WDVA) Human Resource Office for approval:
 - Email: visslp@dva.wa.gov
 - Fax: 360-664-0260
 - Address: State of Washington Department of Veterans Affairs,
P.O. Box 41150, Olympia, WA 98504-1150
 - Mail Stop: 41150

3. WDVA HR/PR Staff

- Confirms receipt of completed VISSLP Recipient form(s) and documents.
- Determines if employee is eligible to receive shared leave following applicable WAC's and WDVA procedures.
- If eligible, determines how much leave the employee is eligible to receive.
- Determines if there is sufficient funds in the VISSLP account to cover the need. If sufficient leave, notifies the agency of the approval. If there is insufficient funds, determines how much is available to give the employee. Notifies the agency's designated shared leave staff of the approval and how much leave is available through the VISSLP. Advertises the need for additional leave in the VISSLP.
- At the time of the leave, re-verifies with Agency Payroll need for leave, and makes the payment to the requesting employee's agency utilizing the VISSLP accounting procedures.

4. Agency Designated Shared Leave Staff

- Provides written notification of the approval to the employee and their supervisor which includes:
 - The date the employee was eligible to receive VISSL, and
 - The amount of shared leave the employee received.
- Documents receipt of the payment utilizing the VISSLP Accounting Procedures and updates the employee's leave balances in HRMS or Institution personnel/payroll system.
- Any unused leave should be returned to the VISSLP utilizing the VISSLP Accounting procedures.

Other Information Regarding Participation in the Pool:

- Participation in the VISSLP must at all times be voluntary on the part of the donating and receiving employee.
- An employee using shared leave under VISSLP continues to be classified as a State employee and receives the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued vacation leave or sick leave.
- Employees seeking shared leave under the VISSLP must provide documentation from a licensed physician or health care practitioner verifying that
 1. The employee has a service connected injury or disability; or
 2. The employee is a spouse of a veteran who requires assistance while attending medical appointments or treatments for a service connected injury or disability.

Accounting Procedures

for the Veterans In-State Service Shared Leave Pool (VISSLP)

The accounting procedures for all agencies and higher education institutions to donate to or receive payments from the VISSLP follow those currently prescribed by [SAAM 25.40.10.c](#), [85.34.20](#), and [85.42.50](#) for the general shared leave program.

Receiving Donations/Making Payments to Agencies from the VISSLP

The Washington State Department of Veterans Affairs (WDVA) transactions for receiving donations and making payments to other agencies will be recorded in the VISSLP Account, **Fund 21U**.

- **Receiving**: When receiving donations of shared leave to the VISSLP, the WDVA will record a Revenue-Donation, **revenue source code 0441**.
- **Making Payments**: When making payments to other agencies, the WDVA will record expenditure to Other Grants and Benefits, **sub object NZ**.

Transfer Money to/from VISSLP in Two Ways

1. Transfer of Dollar Values Utilizing the Inter Agency Payment System (IAP)

- Journal Voucher (A7) will be used for transfer of the dollar value of donated leave to or payment by the Military between treasury and treasury trust accounts. The JV should indicate:
 - The Name of the employee who is donating leave
 - The transfer is for donation to the VISSLP
- The WDVA statewide vendor code for fund **21U** is **SWV0021367-08**. The donor agencies will enter on the line for the WDVA **3050** for the agency number and **21U** for the account.
- The Journal Vouchers should be mailed to:

WDVA - VISSLP
Attention: Payroll Supervisor
PO Box 41150
Olympia WA 98504-1150
MS 41150

2. Transfer of Dollar Values from and to Local Fund

- Checks will be used for the transfer of leave funds to or payment by the WDVA to a local fund. In addition to the check, agencies/institutions transferring through a local fund must include:
 - The name of the employee who is donating leave
 - An indication that the warrant is for donation to the VISSLP
- The Warrants should be mailed to:

WDVA - VISSLP
Attention: Payroll Supervisor
PO Box 41150
Olympia, WA 98504-1150
MS 41150

Overpayments

In the event that a Recipient was overpaid due to abuse of the VISSLP, the employer will notify the Recipient of the overpayment and set up a repayment plan to recoup the overpayment. The money that is recouped is to be returned to the VISSLP account.

Unused shared leave

- Return any unused shared leave to the VISSLP. Consider the shared leave ended when any one of the following events occurs:
 - When the Recipient voluntarily stops using the shared leave and instructs reversion of the remaining shared leave balance.
 - When the Recipient is unable to use the remaining shared leave, (i.e., the employee terminates employment).
- Upon reversion, the Recipient's agency/institution completes the following steps:
 - Determine the Recipient's shared leave hours remaining.
 - Calculate the dollar value using the Recipient's *original* TSR and return the dollars to the VISSLP.
 - Any reversion *must* use the same TSR basis that was used to provide the shared leave hours to the Recipient. Otherwise, the dollar value per reverted hour returned to the VISSLP account will be more or less than received, depending on how the Recipient's current TSR may have changed.

Monitor VISSLP Fund Account Balance

The WDVA is responsible for monitoring the balance in the VISSLP Fund Account.

- If the fund is too large, the WDVA may decline donations to the VISSLP until the balances are back to a reasonable level.
- If the balance is too low, the WDVA will advertise the need for additional leave.

VISSLP ACCOUNTING CODES – QUICK REFERENCE

Veterans In-State Service Shared Leave Pool Account #	Fund 21U (statewide vendor code <u>SWV0021367-08</u>)
Donations to the Pool (Revenue Donation)	Revenue Source 0441
Payments from the pool (Expenditures to other Grants and Benefits, sub object NZ)	Sub object NZ
Agency Code for JV	3050
Statewide Vendor code for Journal Voucher	<u>SWV0021367-08</u>
Address to send Journal Vouchers and Warrants	WDVA - VISSLP Attention: Payroll Supervisor 1102 Quince Street PO Box 41150 Olympia, WA 98504 MS: 41150

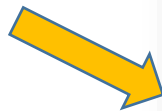


HRMS Procedures

for the
Veterans In-State Service Shared Leave Pool (VISSLP)

WaTech has provided two separate procedures to process Shared Leave pools in HRMS. Visit the HRMS Support Hub at <http://support.hrms.wa.gov/>.

At that site, beneath the “Procedures by Functional Area” section, select “Payroll”



Procedures by Functional Area

- Basics
- Benefits
- Financials
- Grievances
- Organizational Management
- Payroll
- Personnel Administration
- Tax Reporter
- Time Management

When the next page appears, scroll down to S. There are two applicable OLQRs that will guide you, “Shared Leave Pool – Create Eligibility,” and “Shared Leave Pool – Donation or Withdrawal.” Follow these procedures when processing VISSLP.



Shared Leave Create Eligibility

- Shared Leave Cross Agency Donation
- Shared Leave Donation



Shared Leave Pool - Donation or Withdrawal

FAQ's

for the Veterans In-State Service Shared Leave Pool (VISSLP)

Question 1: When must an employer approve a shared leave request for an employee?

Answer: An employer must approve a shared leave request for an employee:

1. If a shared leave account is closed and an employee later has a need to use shared leave due to the same condition listed in the closed account; or
2. To allow veteran employees as defined under RCW 41.04.005, and spouses of veteran employees who are caring for their spouses, to access shared leave from the VISSLP pool.

Question 2: Who shall administer the VISSLP?

Answer: The Washington State Department of Veterans Affairs (WDVA) shall administer the VISSLP.

Question 3: Must employers have a written policy regarding the VISSLP?

Answer: Each employer must have a written policy which at a minimum addresses

1. Eligibility requirements for use of the VISSLP;
2. Donation of leave;
3. Use of pool leave; and
4. Abuse of pool.

Question 4: Is participation in the VISSLP voluntary?

Answer: Participation in the VISSLP must at all times be voluntary on the part of the donating and receiving employees.

Question 5: What criteria does an employee have to meet to be eligible to request leave from the VISSLP?

Answer: Employees are eligible to request leave from the VISSLP if

1. The employee is a veteran and is attending medical appointments or treatments for a service connected injury or disability, including U.S. Department of Veterans Affairs compensation and pension exams; or

2. The employee is a spouse of a veteran who requires assistance while attending medical appointments or treatments for a service connected injury or disability, including U.S. Department of Veterans Affairs compensation and pension exams.

Question 6: How must employees who are receiving leave from the VISSLP be treated during their absence?

Answer: An employee using shared leave under the VISSLP continues to be classified as a State employee and receives the same treatment in respect to salary, wages, and employee benefits as the employee would normally receive if using accrued vacation leave or sick leave.

Question 7: How much leave may an employee withdraw from the VISSLP?

Answer: Shared leave paid under this section, in combination with an employee's salary, will not exceed the level of the employee's state monthly salary as defined in WAC 357-31-760(2).

Question 8: What documentation may an employee seeking shared leave under the VISSLP be required to submit?

Answer: Employees seeking shared leave under the VISSLP must provide the following documentation:

1. From a licensed physician or health care practitioner verifying that
 - a. The medical appointment or treatment is related to 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.
2. Summary Letter from the U.S. Department of Veterans Affairs verifying that the medical appointments correspond with the service-related injuries listed
3. Copy of "DD Form 214" verifying that the employee's discharge from service was honorable
4. Compensation and pension letter (if necessary)

Question 9: What rate of pay is paid to the employee receiving leave under the VISSLP?

Answer: The receiving employee is paid their regular rate of pay.

Question 10: What happens if the VISSLP does not have sufficient balance to cover all leave requests?

Answer: The VISSLP cannot grant more leave than the funds available at the time a request is received by the WDVA.

Question 11: May employers establish restrictions on the amount of leave an employee may receive under this section?

Answer: Except in the event of a violation of rule or statute, an employer is required to permit an eligible employee to receive leave from the VISSLP.

Question 12: May an employer establish restrictions on the amount of leave an employee may donate under this section?

Answer: An employer may limit the amount of leave an employee may donate under this section, if authorization of such donation would be in violation of rule or statute.

Question 13: When an employer and/or the WDVA has determined that abuse of the VISSLP has occurred, will the employee have to repay the shared leave drawn from the pool?

Answer: Employers and/or the WDVA shall investigate any alleged abuse of the VISSLP. On a finding of wrongdoing, the employee may be required to repay all of the shared leave received from the VISSLP. The only time an employee will have to repay leave credits is when there is a finding of wrongdoing.

Question 14: Where can I find the laws governing VISSLP?

Answer: The laws governing VISSLP is found in RCW [41.04.672](#) and WAC [357-31-750](#) through [357-31-830](#).



Contact Information

For the

Veteran's In-State Service Shared Leave Pool (VISSLP)

For general information and questions, contact Human Resources. For questions related to the VISSLP Accounting procedures, contact Payroll.

Washington Department of Veterans Affairs

Human Resources Phone: (360) 725-2247

Payroll Phone: (360) 725-2205

Fax: (360) 664-0260

Email: VISSLP@dva.wa.gov

Mailing Address:

State of Washington

Department of Veterans Affairs

PO Box 41150

Olympia, WA 98504-41150

MS: 41150



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