



DONATE LEAVE TO
Veterans In-State Service
Shared Leave Pool
(VISSLP)

**THANK YOUR VETERAN CO-WORKERS FOR THEIR
SERVICE AND SACRIFICE**

Leave goes to help veterans attend medical appointments or treatments for a service-connected injury or disability, or to an employee whose spouse is 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

For more information, contact us
at VISSLP@dva.wa.gov



YOU MAY BE ELIGIBLE TO RECEIVE
VISSLP
(VETERANS IN-STATE SERVICE SHARED LEAVE POOL)

If you are:

A veteran and are attending medical appointments or treatments for a service connected injury or disability, including U.S. Department of Veterans Affairs Compensation and pension exams; or

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.

- 1) Apply for VISSLP through your agency
- 2) Turn in your DD form 214 and your Summary of Benefits, and a C&P letter (as appropriate)

FOR MORE INFORMATION,
CONTACT US AT
VISSLP@dva.wa.gov



http://www.dva.wa.gov

WASHINGTON STATE
DEPARTMENT OF
**VETERANS
AFFAIRS**

"Serving Those Who Served"

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CLAIMS ASSISTANCE
Veterans Records

COUNSELING
PTSD
Traumatic Brain Injury TBI
Find a Counselor
Veterans Training Support Center
Contractor Forms

County Services Map
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Resource List

EDUCATION AND TRAINING
Veteran Supportive Campuses
Veterans Conservation Corps Program
Veterans Innovations Program
Operation Recognition

Apprenticeships

EMPLOYMENT
WDVA Employment
Commercial Drivers License - CDL
Internships
Vocational Rehabilitation
Yes Vets Hiring Initiative

FAMILY MEMBERS
Survivor Benefits

HOUSING RESOURCES
Home Loans
Property Tax Relief

HOMELESS SERVICES AND TRANSITIONAL HOUSING
HVRP
Building 9
King County

Incarcerated Veterans
Benefits by State
Free or Reduced Rate Passes
Veterans In-State Service Shared Leave Program

Veterans In-State Service Shared Leave Program

The Veterans In-State Service Shared Leave Program (VISSLP) was created to allow Washington State 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. 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.

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 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.

Eligibility to Receive Leave from VISSLP An employee is eligible to receive shared leave from the VISSLP if:

- 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
- 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.

Contact Us

Grace Naegle

360-725-2247

VISSLP@dva.wa.gov

More Info

[Informational Packet](#)

[Recipient Form](#)

[Donor Form](#)

[Informational Powerpoint](#)

[VISSLP Outreach Flyer](#)

[View Documents](#)

Veteran Statistics

VISSLP Impact

4 Veterans Helped

610.55 Hours VISSLP Used

\$25,090.35 Disbursed

Donate

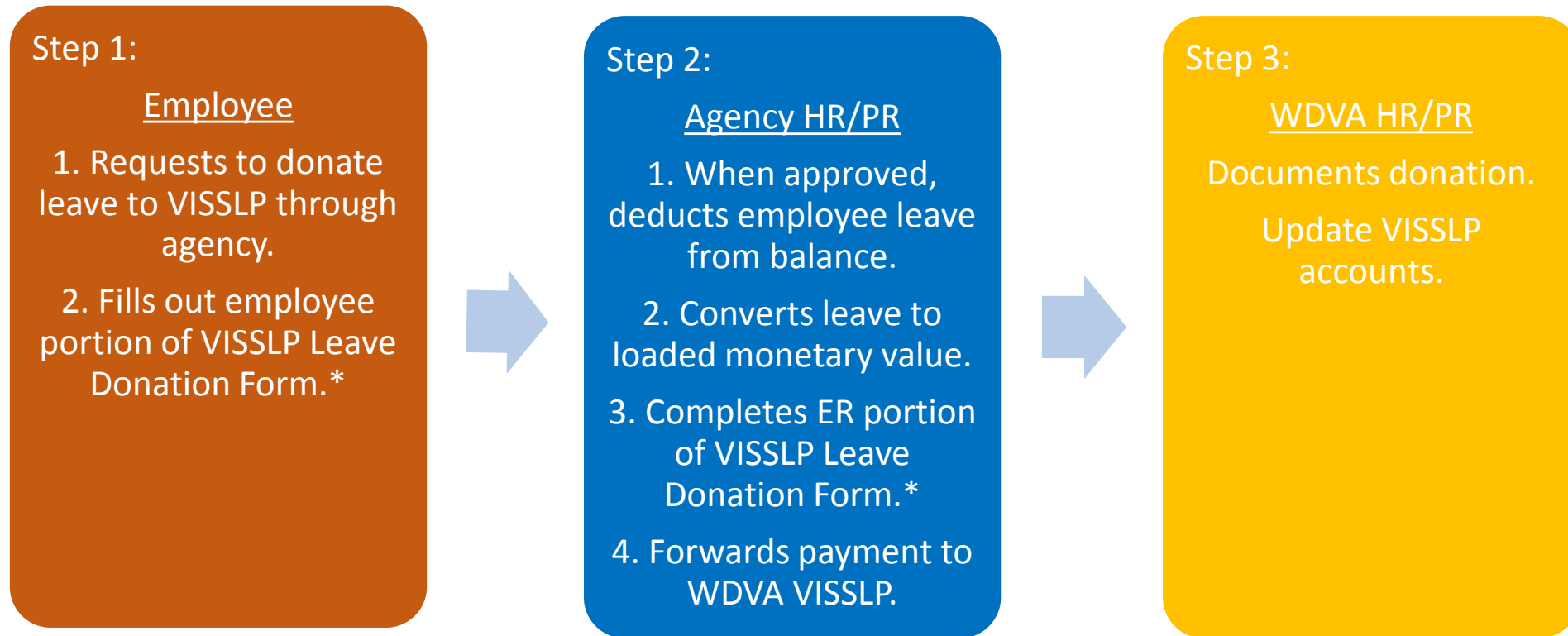
[Volunteer](#) or
[Donate](#) today!

Purpose

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 Veteran 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 Veteran Affairs compensation and pension exams.

VISSLP Donation Chart



*supplemental – only if you don't have your own donation process

Donation Eligibility

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.

Donation Process

Employee

- Requests to donate leave to the VISSLP following their agency procedure/process.

Agency Designated Shared Leave Staff

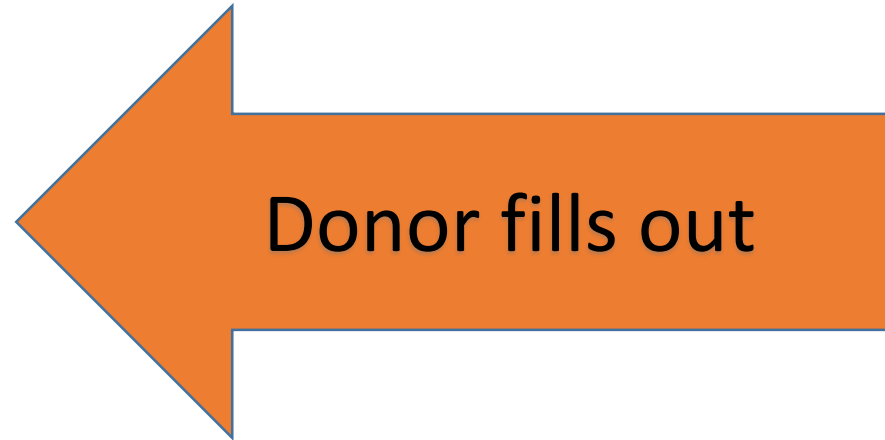
- Approves or denies the employee's request to donate leave ensuring compliance with applicable WACs and agency/institution policies and procedures.
- If approved, deducts the leave from the employee's leave balance(s) in HRMS or Institution personnel/payroll system, converts employee's leave to dollars using the loaded rate, and forwards payment to the VISSLP following the VISSLP accounting procedures.

WDVA HR/PR Staff

- Documents the donation in the VISSLP account as outlined in the VISSLP Accounting Procedures.

WASHINGTON STATE
Veterans In-State Service Shared Leave Pool (VISSLP)
LEAVE DONATION FORM

DONOR INFORMATION			
Donor's Name (Last, First, MI)	Contact Phone #	E-mail Address	
Agency	Address		
Job Classification	Personnel #	Current Salary	
LEAVE DONATION			
<p>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:</p> <ul style="list-style-type: none"> • Vacation leave: The donation will not cause the donor's vacation leave balance to fall below <i>80 hours</i> after the transfer. For part-time employees, requirements for vacation leave balances are prorated. • Sick leave: The donation will not cause the donor's sick leave balance to fall below <i>176 hours</i> 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. 			
Donation Amount (Hours)			
Vacation	Sick	Personal Holiday	
DONOR'S AUTHORIZATION AND SIGNATURE			
<p>I voluntarily authorize the deduction of the number of hours indicated above from my associated accrued vacation leave, sick leave and/or personal holiday. I am donating this leave to enable an employee or employee's spouse who is a current member of the uniformed services or is a veteran, who is attending medical appointment or treatments for a service connected injury or disability who has a service connected disability. I understand that the hours I donate to the VISSLP Program cannot be donated to a specific individual and that the hours are not recoverable.</p>			
Signature		Date	
DONOR'S HUMAN RESOURCE OFFICE			
Available Leave Balances as of			
Vacation	Sick	Personal Holiday	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Human Resource Director's Signature			Date
DONOR'S PAYROLL OFFICE			
Donated Leave Converted to Dollars			
Vacation	Sick	Personal Holiday	JV #
Processed on:		By:	



Donor fills out



HR fills out

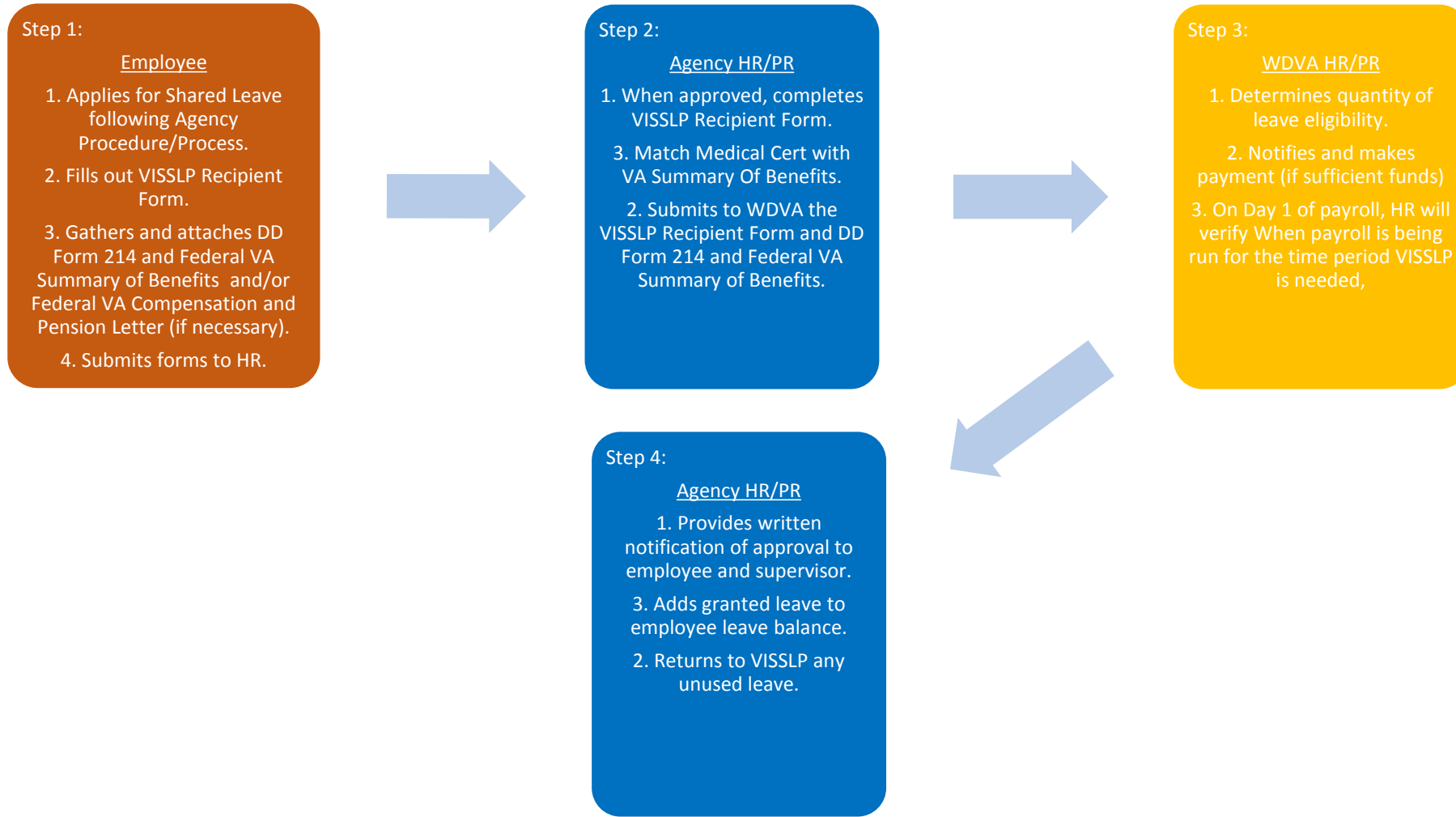


PR fills out

Sample JV

A7-A AFRS JOURNAL VOUCHER				AGENCY NAME										AGENCY NUMBER			FOR TREASURER'S JVS			
				DONATING AGENCY NAME										DONATING AGENCY ###			<input checked="" type="checkbox"/> TRANSFER <input type="checkbox"/> CANCEL <input type="checkbox"/> EFT <input type="checkbox"/> OTHER			
				DOCUMENT DATE					CURRENT DOCUMENT NUMBER											
				mm/dd/yyyy					AGY Document #											
AGENCY USE	REF DOCSUF	TRANS CODE	HO D	REV	AGENCY	FUND	APPHIND	MASTER IND	SUB OBJ	SUB SUB OBJ	MG	MS	SUB SOURCE	DR CR	AMOUNT	GL ACCT	SUBSID ACCT DR	SUBSID ACCT CR	FIS MO	
1																				
2																				
3		6510/7140			3050	001		000C4110	BV					DR	281.36				6	
4					3050	001		000C4110	BT					DR	562.72				6	
5					3050	001		000C4110	BU					DR	281.36				6	
6																				
7																				
8																				
		SHARED LV VISSLP																		
9		7140/3210			3050	21U					04	41		CR	1,125.44				6	
10																				
11																				
12																				
13																				
14																				
15																				
MEMO REFERENCE		EXPLANATION OF ENTRY										TOTAL		2,250.88		DISTRIBUTION				
		Employee Name donated leave to VISSLP														STO DVA PAYROLL SUPERVISOR DVA VISSLP COORDINATOR DONATING AGENCY PAYROLL				
PREPARED BY					DATE					APPROVED BY					DATE					
					mm/dd/yyyy										mm/dd/yyyy					

VISSLP Request/Receive Chart



Recipient Eligibility

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

- The employee has depleted or will shortly deplete compensatory time, recognition leave, personal holiday, accrued vacation leave, and accrued sick leave; and
- 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
- 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.

1. Recipient Process (Employee)

Employee:

1. Applies for Shared Leave following their agency procedure/process
2. Fills out employee portion of VISSLP Recipient Form
3. Submits Summary of Benefits 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.
 - A Compensation & Pension (C&P) Exam letter may be submitted in lieu of these forms if the employee is currently in the uniformed services and attending a C&P Exam.

All questions the employee has about VISSLP should be funneled through HR. Please do not send the employee to VISSLP.

Summary of Benefits Examples



Department Of Veterans Affairs
110 9th Avenue South
Nashville, TN 37203

April 24, 2018

In Reply Refer To: [REDACTED]

Dear [REDACTED]

This is in reply to your request for a statement verifying your service-connected disabilities.

Department of Veterans Affairs (VA) records show your service-connected disabilities are as follows:

Percentage	Disability	Diag Code
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
10	left hip strain (prev dc 5314)	6020
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Combined Rating

Do You Have Questions or Need Assistance?

If you have any questions, you may contact us by telephone, e-mail, or letter.

If you	Here is what to do.
Telephone	For Compensation, call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the number is 711. For Pension, call us at 1-877-294-6380.

Page 3

File Number: [REDACTED]

More information on CRSC and CRDP can be found at the following web site: <http://www.dfas.mil/dfas/retiredmilitary/disability/payment.html>, or by calling your RPC as shown below:

- Defense Finance and Accounting Service (DFAS): 1-800-321-1080
- United States Coast Guard: 1-800-772-8724
- Public Health Service: 1-800-638-8744

What We Decided

We made the following decision(s):

Issue/Condition	Old Percentage (%) Assigned	New Percentage (%) Assigned	Effective Date
varicose veins right popliteal fossa	0%	10%	Jul 13, 2016
Explanation <ul style="list-style-type: none">• A higher evaluation of 20 percent is not warranted for varicose veins unless the evidence shows: • Persistent edema, incompletely relieved by elevation of extremity, with or without beginning stasis pigmentation or eczema.• We have assigned a 10 percent evaluation for your varicose veins right popliteal fossa based on: • Aching in leg after prolonged standing or walking • Beginning stasis pigmentation.• The effective date of increase is the date of receipt of your corresponding Intent to File a Claim for Compensation for your claim for your lower leg conditions.			

Issue/Condition	Old Percentage (%) Assigned	New Percentage (%) Assigned	Effective Date
varicose veins left popliteal fossa	0%	10%	Jul 13, 2016
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Issue/Condition	Percent (%) Continued
left knee medial lateral instability	10%

or

2. Recipient HR Process

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
 - Summary of Benefits Letter from the U.S. Department of Veterans Affairs verifying that the medical appointments correspond with the service-related injuries listed (Award Letter or Rating Letter).
 - Copy of "DD Form 214" verifying that the employee's discharge from service was honorable.
 - C&P Exam letter if necessary.
- Reviews documents for completeness and matches the Medical Appointment with service-related injury. If documents are complete, forwards request package to Washington Department of Veterans Affairs (WDVA) for approval:
 - Email: visslp@dva.wa.gov

3. Recipient WDVA Process

- 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. Recipient HR Process When Approved

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.

VETERAN'S IN-STATE SERVICE SHARED LEAVE POOL

Recipient Form

Employee fills out

HR/PR fills out

Everyone Signs

RECIPIENT INFORMATION (to be completed by requestor)				
<u>Name (Last, First, MI)</u>		<u>Personnel Number</u>		<u>Email</u>
<u>Agency</u>		<u>Division/Unit</u>		<u>Phone</u>
<u>Timekeeper's Name</u>		<u>Email</u>		<u>Phone</u>
<u>Specific days and hours employee will be out on leave due to service-related injury</u>				<u>Total hours of leave</u>
VISSLP Shared Leave Eligibility Please attach applicable supporting documentation - WAC 357-31-805				<input type="checkbox"/> Attached
<input type="checkbox"/> Employee <input type="checkbox"/> Spouse is a veteran attending medical appointments or treatments for service-connected injury or disability.				
PERSONNEL/PAYROLL INFORMATION (to be completed by HR/Payroll)				
SALARY				
<u>Base Salary – Range Step</u>		<u>Shift Differential</u>		<u>Special Pay</u>
Current Leave Balances:		<u>Comp:</u>	<u>Vac:</u>	<u>Sick:</u> <u>PH:</u>
Leave accruals between now and return to work:		<u>Vac:</u>	<u>Sick:</u>	<u>PH:</u>
<u>Date employee will exhaust all available leave:</u>		<u>Agency #</u>		<u>Fund #</u> <u>A/L Accrual Rate</u>
<u>Hours Requested*</u>		<u>Funds Requested (total monthly salary / 174 x 1.46 (loaded rate) x hours requested)</u>		
<u>Human Resource Contact</u>		<u>Phone</u>		<u>Email</u>
<u>Payroll Contact for JV transfer</u>		<u>Phone</u>		<u>Email</u>
SIGNATURES				
<u>Employee</u>				<u>Date</u>
<u>HR</u>				<u>Date</u>
<u>Payroll</u>				<u>Date</u>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<u>Approving Authority</u>			<u>Date</u>

*(Total Hours of Leave) – (Current Leave Balance) – (total leave accruals between now and return to work)

FAQs

Q: What if the employee is a Veteran, but the medical appointment they're going to doesn't appear to be service-related?

A: If the medical appointment they are going to is not service-related, then they are not eligible to use VISSLP.

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A: If the medical appointment they are going to is not service-related, then they are not eligible to use VISSLP.

Q: What if the employee has their DD Form 214, but no Summary of Benefits because they weren't rated at the time they were discharged, or the Summary of Benefits does not indicate any service-related injury?

A: Rather than the Summary of Benefits, the employee should submit the Compensation and Pension exam letter. If the employee is a current member of the Uniformed Services, they should provide a letter from their command indicating the employee is a current member of the Uniformed Services.

FAQs

- Q: We're not exactly sure how long the employee is going to be gone. Can we estimate?
- A: No. We need exact times they're going to be gone. If they are going to an appointment that lasts 45 minutes twice a week for 6 weeks, we can work with that. But asking for 10 hours for future appointments will be denied.

FAQs

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- A: No. We need exact times they're going to be gone. If they are going to an appointment that lasts 45 minutes twice a week for 6 weeks, we can work with that. But asking for 10 hours for future appointments will be denied.

- Q: Can we request extra hours be JV-ed to us just in case we need more?
- A: No. VISSLP checks with your payroll/HR team every pay period leave is needed, so we only send the correct amount. There is not an unlimited amount of funds, and every dollar reserved for someone who *may* need it is a dollar unable to be used by someone who *does* need it.

FAQs

Q: Why do you send the money every pay period rather than all at once when it is approved?

A: Even the most well-planned events have hiccups. Sometimes the appointment doesn't happen. Sometimes someone donates leave directly to the employee, and VISSLP isn't needed. Sometimes things go smoothly, and the employee comes back sooner than anticipated. With all the variables, it is better to send the correct amount over when needed, rather than a planned amount and find out it's too much/too little.

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A: Even the most well-planned events have hiccups. Sometimes the appointment doesn't happen. Sometimes someone donates leave directly to the employee, and VISSLP isn't needed. Sometimes things go smoothly, and the employee comes back sooner than anticipated. With all the variables, it is better to send the correct amount over when needed, rather than a planned amount and find out it's too much/too little.

Q: Why does the employee need to be completely out of leave before they are eligible for VISSLP? Why can't they retain 40 hours of sick leave and 40 hours of vacation leave like the Foster Parent Shared Leave Pool?

A: It is written into the law that the employee must exhaust their leave before they are eligible for VISSLP. It is written into the law that Foster Parents may retain 40 hours of sick and vacation leave each to be eligible for FPSLP. In order for VISSLP to be run differently, the law must be changed.

Common items that slow the process down:

1. Forms not filled out fully
2. VA Letter and/or DD Form 214 missing

Common reasons a request will be denied:

1. Employee has sufficient leave to cover their absence
2. Employee is not spouse to the veteran they are caring for
3. No money in the fund