

VETERAN'S IN-STATE SERVICE SHARED LEAVE POOL

Recipient Form

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 per Dr. note:</u>		<u>Total hours of leave</u>		
VISSLP Shared Leave Eligibility Please attach applicable supporting documentation - WAC 357-31-805		<input type="checkbox"/> DD Form 214 <input type="checkbox"/> Summ <input type="checkbox"/> Marriage License (if applicable)		
<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</u>	<u>Shift Differential</u>		<u>Special Pay</u>	
Current Leave Balances:	Comp:	Vac:	Sick:	PH:
Leave accruals between now and return to work:	Vac:		Sick:	PH:
Date employee's VL AND SL will dip below 40 hours:	<u>Agency #</u>	<u>Fund #</u>	<u>A/L Accrual Rate</u>	
<u>Hours Requested</u>	<u>Funds Requested (total monthly salary / 174 x 1.48 (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				
Employee				Date
HR I have reviewed Summary of Benefits and Dr's note and verify that: <input type="checkbox"/> the purpose of leave is tied to their service-connected injury <input type="checkbox"/> the date(s) of leave requested are based on documented Dr's notes				Date
Payroll				Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Approving Authority			Date

VISSLP **DOES NOT** pay leave retroactively. This completed form and all required attachments must be sent to **VISSLP@dva.wa.gov** by Payroll Day 3 of the first requested VISSLP day in order to be reviewed for eligibility.