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@DYA.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@DYA.WA.GOV

"Serving Those Who Served"
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
  - 610.56 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.
Step 1: Employee
1. Requests to donate leave to VISSLP through agency.
2. Fills out employee portion of VISSLP Leave Donation Form.*

Step 2: Agency HR/PR
1. When approved, deducts employee leave from balance.
2. Converts leave to loaded monetary value.
3. Completes ER portion of VISSLP Leave Donation Form.*
4. Forwards payment to WDVA VISSLP.

Step 3: WDVA HR/PR
Documents donation. Update VISSLP accounts.

*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
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 donation will not cause the donor's 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 donation will not cause the donor's 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 Amount (Hours)
Vacation  Sick  Personal Holiday

DONOR’S AUTHORIZATION AND SIGNATURE
I voluntarily authorize the deduction of the number of hours indicated above from my accumulated accrued vacation leave, sick leave and/or personal holiday. I am donating this leave to establish an employee or employee’s spouse who is a current member of the uniformed services of a veteran, who is attending medical appointments 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.

Signature  Date

DONOR’S HUMAN RESOURCE OFFICE
Available Leave Balances as of
Vacation  Sick  Personal Holiday

☑ Approved  ☐ Disapproved
Human Resource Director’s Signature  Date

DONOR’S PAYROLL OFFICE
Donated Leave Converted to Dollars
Vacation  Sick  Personal Holiday  JV #

Processed on  By
### Sample JV

<table>
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<tr>
<th>AFRS JOURNAL VOUCHER</th>
<th>AGENCY NAME</th>
<th>DONATING AGENCY NAME</th>
<th>AGENCY NUMBER</th>
<th>DONATING AGENCY ###</th>
<th>FOR TREASURER’S JV’S</th>
<th>TRANSFER</th>
<th>CANCEL</th>
<th>EFF</th>
<th>OTHER</th>
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**MEMO REFERENCE**: Employee Name donated leave to VISSLP

**EXPLANATION OF ENTRY**: 2,260.88

**DISTRIBUTION**: $0

**AFRA PAYROLL SUPERVISOR**

**DVA VISSLP COORDINATOR**

**PREPARED BY**: amidjyyyy

**APPROVED BY**: amidjyyyy

**DATE**: amidjyyyy
Step 1:

**Employee**
1. Applies for Shared Leave following Agency Procedure/Process.
2. Fills out VISSLP Recipient Form.
3. Gathers and attaches DD Form 214 and Federal VA Summary of Benefits and/or Federal VA Compensation and Pension Letter (if necessary).
4. Submits forms to HR.

Step 2:

**Agency HR/PR**
1. When approved, completes VISSLP Recipient Form.
2. Submits to WDVA the VISSLP Recipient Form and DD Form 214 and Federal VA Summary of Benefits.
3. Match Medical Cert with VA Summary Of Benefits.

Step 3:

**WDVA HR/PR**
1. Determines quantity of leave eligibility.
2. Notifies and makes payment (if sufficient funds).
3. On Day 1 of payroll, HR will verify when payroll is being run for the time period VISSLP is needed.

Step 4:

**Agency HR/PR**
1. Provides written notification of approval to employee and supervisor.
2. Returns to VISSLP any unused leave.
3. Adds granted leave to employee leave balance.
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
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 VISSLIP 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 VISSLIP 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 VISSLIP. Advertises the need for additional leave in the VISSLIP.
- 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.
**Employee fills out**

**HR/PR fills out**

**Everyone Signs**

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### VETERAN'S IN-STATE SERVICE SHARED LEAVE POOL
Recipient Form

<table>
<thead>
<tr>
<th>Recipient Information (to be completed by requestor)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong> (Last First MI)</td>
</tr>
<tr>
<td><strong>Agency</strong></td>
</tr>
<tr>
<td><strong>Timekeeper’s Name</strong></td>
</tr>
<tr>
<td>Specific days and hours employee will be out on leave due to service-related injury</td>
</tr>
</tbody>
</table>

#### VISSLP Shared Leave Eligibility
Please attach applicable supporting documentation: WAC 367-31-006
- [ ] Employee
- [ ] Spouse

#### Personnel/Payroll Information (to be completed by HR/Payroll)

**Salary**

- Base Salary – Range Step
- Shift Differential
- Special Pay

<table>
<thead>
<tr>
<th>Current Leave Balances:</th>
<th>Comp:</th>
<th>Vac:</th>
<th>Sick:</th>
<th>FML:</th>
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</thead>
<tbody>
<tr>
<td>Leave accruals between now and return to work:</td>
<td>Vac:</td>
<td>Sick:</td>
<td>FML:</td>
<td></td>
</tr>
<tr>
<td>Date employee will exhaust all available leave:</td>
<td>Agent #</td>
<td>Fund #:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Hours Requested

- [ ] Funds Requested (total monthly salary / $14 x 0.15 (loaded rate) x hours requested)

**Human Resource Contact**

- **Phone**
- **Email**

**Payroll Contact for JV transfer**

- **Phone**
- **Email**

### Signatures

- **Employee**
- **Date**
- **HR**
- **Date**
- **Payroll**
- **Date**

**Approving Authority**

- [ ] Approved
- [ ] Denied

**Date**

*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.
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.

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

• 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.

• 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.
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.

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