



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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January 21, 2021

TO: Agency Directors and Policy Manual Users

FROM: Brian Tinney, Assistant Director
Accounting Division

SUBJECT: SAAM Technical Correction 01-21

We have revised Chapter 25, Payroll, effective December 28, 2020, of the *State Administrative and Accounting Manual (SAAM)*.

Due to the passage of [House Bill 2739](#), and rule changes in WAC 357-31, we have updated the shared leave policy in Subsection 25.40.10 as follows:

- Added a reference to WAC 357-31-390(6) in 25.40.10.a.
- Added further clarification as to when shared leave can be used in 25.40.10.c.4.b.
- Added which types of leave are not required to be depleted to the shared leave pool subsections:
 - 25.40.12, Uniformed service shared leave pool
 - 25.40.13, Veterans' in-state service shared leave pool
 - 25.40.14, Foster parent shared leave pool

The policies and procedures prescribed in SAAM are the minimum requirements that state agencies must meet. An agency may adopt more restrictive or detailed policies as long as the agency meets the required minimum standards.

Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at:

<http://www.ofm.wa.gov/policy/default.asp>.

Additional administrative and accounting resources are also available on OFM's website at:

www.ofm.wa.gov/resources/default.asp.

Questions regarding manual content and proper interpretation should be directed to the OFM Accounting Consultant assigned to your agency. You can find your agency's OFM Accounting Consultant at: <http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp>.