



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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April 2, 2020

TO: Agency Directors and Policy Manual Users

FROM: Brian Tinney, Assistant Director
Accounting Division

SUBJECT: SAAM Technical Correction 04-20

We have revised Chapter 25, Payroll, effective March 17, 2020, of the *State Administrative and Accounting Manual* (SAAM).

Due to the passage of [House Bill 2739](#), we updated the shared leave policy in Subsection [25.40.10](#):

- Added the following to 25.40.10.a:
 - Until the expiration of [Proclamation 20-05](#), issued February 29, 2020, by the Governor and declaring a state of emergency in the state of Washington, or any amendment thereto, whichever is later, an agency head may permit an employee to receive shared leave under [RCW 41.04.665](#) if the employee, or a relative or household member, is isolated or quarantined as recommended, requested, or ordered by a public health official or health care provider as a result of suspected or confirmed infection with or exposure to the 2019 Novel Coronavirus (COVID-19). An agency head may permit use of shared leave under this subsection (1)(f) without considering the requirements of subsection (1)(a) through (1)(e) of [RCW 41.04.665](#).
 - The agency head may not prevent an employee from using shared leave intermittently or on nonconsecutive days so long as the leave has not been returned.
- Added a definition of shortly deplete in 25.40.10.b.
- Updated when shared leave can be used in 25.40.10.c.4.b.

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.

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Please be aware that in addition to the SAAM policies, all OFM directives, technical corrections, and superseded policies are available online on OFM's website at: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