

Personnel/Payroll Association (PPA)

May 12, 2020

MINUTES

SAAM Updates to the Shared Leave Policy 25.40.10

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Highlights:

- Section 2 of [HB 2739](#) was effective March 17, 2020.
- Changes to SAAM as of today's meeting:
 - 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.
- There was a question regarding shared leave pools. The laws implementing shared leave pools did not change. [Note: Watch for a SAAM update to the shared leave pools in subsections [25.40.12](#), [25.40.13](#), and [25.40.14](#), clarifying which leave balances can be maintained].
- For work related illness or injury, an employee receiving industrial insurance wage replacement benefits may not receive greater than 25 percent of his or her base salary from the receipt of shared leave. [Note: Watch for an illustrative document to be added to OFM's [Payroll Resource](#) site.