King County
Administrative Policies and Procedures

Executive Orders,
Policies & Procedures

Title	Document Code No.
Leaves of Absence and Continuation of Benefits for Military Reservists	PER 18-4 (AEO)
Department/Issuing Agency	**Effective Date**
Office of Human Resources Management	September 24, 2001

Approved

1.0 SUBJECT TITLE: Leaves of Absence and Continuation of Benefits for Military Reservists

1.1 EFFECTIVE DATE: September 25, 2001

1.2 TYPE OF ACTION: New

1.3 KEY WORDS: Military leave, military reserves, leave of absence

2.0 REFERENCES:

2.1 KCC 3.12.260, Leave of absence - military
2.2 KCC 3.12.262, Extension of benefits to military personnel
2.3 RCW 38.40.060, Military leaves for public employees
2.4 Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C., Chapter 43

3.0 DEFINITIONS:

3.1 "Benefit eligible employee" means an employee who in a regular position or a TLT position that is eligible for leave and insured benefits
3.2 "Life insurance" means basic life insurance, and excludes enhanced accidental death and dismemberment (AD&D) and long-term disability (LTD)
3.3 "Medical" encompasses both medical and vision care insurance
3.4 "Regular rate of pay" means an employee's regular wages or salary, and includes any merit pay or educational incentive pay as provided by ordinance or a collective bargaining agreement, but does not include special duty, lead worker, or overtime pay.

THE PURPOSE of this Executive Order is to ensure continuity of benefits and, in certain instances, income to employees and their families in the event an employee who volunteers for or is ordered to active duty as a result of the September 11, 2001 terrorist attacks on the United States.

WHEREAS, on September 11, 2001, the United States suffered violent attacks from international terrorists; and

WHEREAS, in response to those attacks the President and Congress of the United States are preparing for the possibility of military action, requiring activation of the armed forces and members of the National Guard, including many reservists employed by King County; and,

WHEREAS, it is the policy of King County to support to the extent possible those employees called to active duty by the government of the United States;

NOW, THEREFORE, I, Ron Sims, King County Executive, do hereby order as follows:

King County will continue to provide medical, dental, and life insurance benefits to benefit eligible employees and their families should the employee be called upon or volunteer for active duty or active duty training in any branch of the United States armed forces, the National Guard, or the United States Public Health Service, in accordance with KCC 3.12.262.

A benefit eligible employee who, as of September 11, 2001, was a member of the reserves of any branch of the United States armed forces or the National Guard, and who is ordered to active duty by the United States government thus requiring a leave of absence from his or her County position, will be granted a paid leave of absence from their County position at their regular rate of pay less the amount of any military pay to which they are entitled. Employees who enlist in the armed forces or armed forces reserves subsequent to September 11, 2001 will not be eligible for a paid leave of absence, but will be granted leave without pay.

This order will remain in effect until such time as it is specifically repealed by the King County Executive.

DATED this 5 day of OCTOBER, 2001

Ron Sims, King County Executive

ATTEST:

Robert Bruce, Manager
King County Records & Elections