WENATCHEE VALLEY COLLEGE

**VETERANS IN-SERVICES SHARED LEAVE POOL**

**REQUEST FORM**

|  |  |  |
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| **RECIPIENT INFORMATION** | | |
| Recipient’s Name (Last, First, MI) | SSN or SID Number | E-mail Address |
| Agency  **Wenatchee Valley College** | Address | Contact Phone # |
| Specific days and hours employee will be out on leave due to service-related injury. | | Total Hours of Leave |

|  |  |
| --- | --- |
| **VISSLP SHARED LEAVE ELIGIBILITY**  **Please attach applicable documentation per WAC 357-31-805 and procedure 1500.385** | Attached |
| Employee  Spouse is a veteran attending medical appointments or treatments for service-connected injury or disability, including U.S. Department of Veterans Affairs compensation and pension exams. | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **HUMAN RESOURCES/PAYROLL INFORMATION**  **(To be completed by Human Resource/Payroll Office)** | | | | | | | |
| **STATE SALARY INFORMATION** | | | | | | | |
| Base Salary - Range Step | | Shift Differential | | | Special Pay | | |
| **Current Leave Balances:** | | Comp: | | Vac: | Sick: | | PH: |
| **Leave Accruals between now and return to work:** | | | | Vac: | Sick: | | PH: |
| Date employee will exhaust all available leave: | | | Agency #  Wenatchee Valley College #686 | | Fund# | | A/L Accrual Rate: |
| Hours Requested:\* | | | Funds Requested (total monthly salary / 174 x (check OFM rate) x hours requested: | | | | |
| Human Resource Contact | | | Phone | | | Email: | |
| Payroll Contact for JV Transfer | | | Phone | | | Phone | |
| **SIGNATURES** | | | | | | | |
| Employee | | | | | | Date | |
| Human Resources | | | | | | Date | |
| Payroll | | | | | | Date | |
| Approved  Denied | College President | | | | | Date | |

\*(Total Hours of Leave)- (current Leave Balance) – (total leave accruals between now and return to work)

**Forward completed form to**: Washington State Department of Veterans Affairs

1102 Quince St SE | PO Box 41150

Olympia WA 98504-1150

1.800.562.2308

C: Employee, Supervisor, Payroll, Shared Leave File