



STATE OF WASHINGTON

DEPARTMENT OF CORRECTIONS

P. O. Box 41101 • Olympia, Washington 98504-1101

DATE: May 21, 2020

TO: Appointing Authorities

FROM: Jeannie Miller, Assistant Secretary of Administrative Operations

Todd Dowler, Human Resources Director

SUBJECT: Leave Guidance Document

The purpose of this communication is to share the approved Leave Guidance document that is used by the Secondary Screening Task Force (SSTF) to reconcile leave for employees who were denied access to a facility or office as a result of answering yes to one or more of the active screening questions.

Employees participating in the active screening process were placed on employer paid leave (miscellaneous leave – 9045) until their leave could be reconciled by the SSTF. The SSTF uses information documented in the Secondary Screening SharePoint site and the approved leave guidance to determine the number of hours that will be recorded as the employees own leave versus employer paid leave (miscellaneous leave – 9045).

The Department developed the leave guidance using information from the Centers for Disease Control (CDC), WA State Department of Health, and in consultation with a key group of stakeholders, including the Teamsters 117, State and DOC Labor Relations, Human Resources, Business Services, and Payroll.

Over this last week, the SSTF has delivered multiple training sessions to Task Force members, Payroll, Local Business Advisors (LBAs), and Human Resources to review the leave reconciliation process. The training was delivered using Skype to demonstrate how the SSTF uses the leave audit tool and leave guidance scenarios to reconcile employee leave.

As Appointing Authorities, we ask you to direct any inquiries you may receive to your business and or human resources staff for resolution. The SSTF continues to be a resource for employees when applying this complex guidance.

Attached for your information is the approved leave guidance, which expires December 31, 2020. The guidance may be updated as the CDC and WA State Health Department's information on COVID-19 continues to change.

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