

BEFORE THE BOARD OF STEVENS COUNTY COMMISSIONERS

IN THE MATTER OF UNPAID
HOLIDAYS

Resolution No. 33-2014

ADOPTING A POLICY FOR UNPAID
HOLIDAYS FOR REASONS OF
FAITH OR CONSCIENCE

WHEREAS, the Board finds that Legislation (SSB 5173) passed during the 2014 session entitles local and state government employees to two unpaid holidays per calendar year "for reasons of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church or religious organization."; and

WHEREAS, employees may select the specific days to take as unpaid holidays under this new law after consulting with his or her employer and under guidelines adopted by local ordinance or resolution; and

WHEREAS, the employer must allow the employee to take these specific days as unpaid leave unless his or her absence on these days would impose an undue hardship on the employer or the employee is necessary to maintain public safety; and

WHEREAS, the Board finds that the Office of Financial Management has defined "undue hardship" per WAC 82-56-020 incorporated herein by reference and as amended in the future; and

WHEREAS, the Board finds that this regulation is effective as of June 12, 2014; and

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that Attachment A is hereby adopted as Stevens County's Unpaid Holiday For Reasons of Faith or Conscience policy, effective as of June 12, 2014.

Passed by the Board of Stevens County Commissioners meeting in regular session at Colville, Washington, by the following vote, then signed by its membership and attested to by its Clerk in authorization of such passage the 23^d day of June, 2014.

3 YEA; 0 NAY; 0 ABSTAIN; and 0 ABSENT


BOARD OF COUNTY COMMISSIONERS OF
STEVENS COUNTY, WASHINGTON


Chairman Wes McCart


Commissioner Steve Parker


Commissioner Don Dashiell

Attest:


Polly Coleman
Clerk of the Board

UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of two weeks prior to the requested day.

Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" developed by rule of the Office of Financial Management.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.
