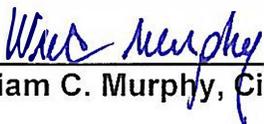


ADMINISTRATIVE POLICY 2014 – 26

**SUBJECT: CITY POLICY REGARDING UNPAID HOLIDAYS
FOR REASONS OF FAITH AND CONSCIENCE**

DATE ISSUED: MAY 22, 2014

DATE EFFECTIVE: JUNE 12, 2014

APPROVED BY: 
William C. Murphy, City Manager

Pursuant to state law effective on June 12, 2014, city 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.

An employee may select the days on which he or she desires to take the two unpaid holidays after consultation with the director of his or her department. 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 Washington State Office of Financial Management.

If possible, an employee should submit a written request for an unpaid holiday provided for by this section to his/her department director a minimum of 15 days prior to the requested day, provided that the director may waive the 15 day requirement for good cause if approved by the city manager. A requested unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's department director. The director 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.