I. POLICY BACKGROUND/PURPOSE
   College employees are entitled to unpaid leave for a reason of faith or conscience or an
   organized activity conducted under the auspices of a religious denomination, church, or
   religious organization. This policy outlines procedures to request this leave.

II. AUTHORITY
   RCW 1.16.050 (3)

III. SCOPE OF THE POLICY
   This policy applies to all employees.

IV. POLICY
   Employees are entitled to two unpaid holidays (or paid time off as allowed by other
   policies) 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.

V. PROCEDURE
   A. Employees may select the days on which she/he desires to take the two unpaid holidays
      after consultation with the employer.
   B. If an employee prefers to take the two unpaid holidays on specific days, the employer
      must allow the employee to do so unless the employee's absence would impose an
      undue hardship as established in WAC 82-56-020.
   C. Employees are required to designate such leave as “faith or conscience leave” in their
      Electronic Time and Leave Reporting submitted to their supervisors or on leave slips.
   D. Each holiday taken under this policy must be taken as a workday, i.e. it may not be
      divided into hours or taken piecemeal.
   E. These unpaid holidays do not carry over from one year to the next.

Policy Contact: VP of Human Resources
Approved by (Department/Body): Dr. Derek Brandes, President
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