

**WALLA WALLA COMMUNITY COLLEGE  
UNPAID LEAVE FOR REASONS OF FAITH OR CONSCIENCE  
ADMINISTRATIVE POLICY 5870**

---

**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.

<p><b>Policy Contact:</b> <u>VP of Human Resources</u></p> <p><b>Approved by (Department/Body):</b> <u>Dr. Derek Brandes, President</u></p> <p><b>Date Originally Approved:</b> <u>June 3, 2014</u></p> <p><b>Last Reviewed/Revised on:</b> <u>April 10, 2018</u></p>
---