



Human Resource Services  
College Policy/Procedures

## **Employee Leave for Holidays of Faith or Conscience**

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### **Policy**

College employees may take up to two unpaid holidays per calendar year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. An employee's seniority date, probationary period or trial service period will not be impacted by absences authorized under this policy.

### **Procedures**

#### **How to Request**

1. Employees must request holidays for reasons of faith or conscience following the same procedure as requesting any other leave.
2. At the time of the request, Employees should identify that the leave will be for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.
3. Each holiday taken under this policy must be requested and taken as a whole day (i.e. the day may not be divided into hours or taken piecemeal.)
4. A request for holiday(s) for reasons of faith or conscience will be granted unless an employee's absence would impose an undue hardship on the college or are necessary to maintain public safety. Undue hardship is defined by [WAC 82-56-020](#).

#### **Upon Approval**

1. The employee may choose to use paid leave in lieu of leave without pay if they have eligible paid leave available to them.
2. All requests for a holiday for a reason of faith or conscience using leave without pay, compensatory time, personal holiday, personal leave or vacation leave must be noted in the Remarks portion of the employee's PTLR.

**Specific Authority:** [RCW 1.14.050\(3\)](#); [RCW 49.60](#)

#### **History of Policy and Procedure**

*President's Cabinet Sponsor: Joan Hanten, Interim Director of Human Resource Services*

*Adopted by President's Cabinet: 11/8/2017*

*Contact: Human Resource Services, Jacquie Curry, Benefits and Contracts*

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