

RESOLUTION NO. 1421

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LAKE FOREST PARK, WASHINGTON,
ESTABLISHING THE POLICY FOR UNPAID DAYS
OFF FOR REASONS OF FAITH OR CONSCIENCE**

WHEREAS, in accordance with state law that goes into effect June 12, 2014, the City of Lake Forest Park shall amend its personnel policies to allow employees to receive up 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.”; and

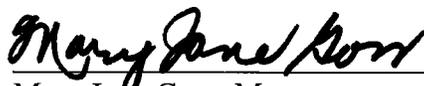
WHEREAS, the new policy attached to this Resolution as Exhibit A provides for the process by which employees may request such days off and the City may acquire sufficient information to approve or deny such requests; and

WHEREAS, the City Council wishes to ensure that its personnel policies are in compliance with Washington law;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lake Forest Park hereby establishes the attached policy allowing employee up 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.

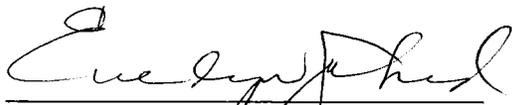
PASSED BY A MAJORITY VOTE of the members of the City of Lake Forest Park City Council this 12th day of June, 2014 and signed into authentication this 16th day of June, 2014.

APPROVED:



Mary Jane Goss, Mayor

ATTEST:



Evelyn Jahed, City Clerk

Unpaid Holidays for Reason of Faith or Conscience

Policy Statement:

Under Washington law, all employees of City of Lake Forest Park are entitled to up 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.

Policy:

An employee seeking to take an unpaid holiday or unpaid partial holiday under this policy must submit a written request to their Department Manager, with a copy to Human Resources, at least two weeks in advance. Untimely requests will only be considered if the employee can demonstrate that timely notice was not possible under the circumstances.

Requests for unpaid holidays under this policy shall include the following information:

- Your name.
- The day(s) or partial day(s) that you are requesting off.
- A sufficient description of the reason for the leave so that the Department Manager can determine if it is properly granted.
- If the request is not made two weeks prior to the date request off, the reason why it was not possible to submit the request in a timely manner.

Employees will normally receive a response within five (5) business days of the receipt of the request for the unpaid holiday. The request may be denied for any of the following reasons:

- The request was not submitted in a timely fashion;
- The reason for the requested leave is not appropriate under state law;
- The employee has already exhausted their allotment of unpaid holidays under the law;
- The employee is necessary to maintain public safety (for example, if the employee is in a public safety position, such as police, and granting the leave would result in the shift falling below necessary staffing levels);
- Granting the request would cause an undue hardship on the City.

A partial unpaid holiday will count as a full day toward an employee's yearly allotment of two days. The law provides for unpaid holidays, and there is not provision for substituting paid time off. If an employee wishes to be compensated for the time off, the employee should follow the policies for using accrued vacation, compensatory time, or other paid time off.

The two unpaid holidays provided for in this policy must be taken during the calendar year, if at all; they do not carry over from one year to the next.