1. **PURPOSE:** To establish policies and procedures related to unpaid leaves requested for faith or conscience.

2. **ORGANIZATIONS AFFECTED:** All departments/divisions. Regular, project term and limited term full-time and part-time employees as indicated. Does not apply to temporary employees.

3. **REFERENCES:** RCW 1.16.050

4. **POLICY:**

   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.