RESOLUTION NO. 2014-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ISSAQUAH, WASHINGTON AUTHORIZING 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.

WHEREAS, the State of Washington passed new legislation, Substitute Senate Bill (SSB) 5173, which went into effect on June 12, 2014; and

WHEREAS, SSB 5173 provides employees of local government entities with 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, SSB 5173 authorizes local government entities to adopt ordinances or resolutions setting forth the process by which employees may request up to two unpaid days per year and the employer may obtain information about the request; and

WHEREAS, SSB 5173 requires the local government entity to grant the request unless the absence would impose an “undue hardship” or the employee’s presence is necessary to maintain public safety; and

WHEREAS, it is the City of Issaquah’s intention to add a new section to the Personnel Guidelines entitled “Unpaid Holidays for Reasons of Faith or Conscience” in order to conform with SSB 5173;
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ISSAQUAH, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City of Issaquah Personnel Policies manual is hereby amended to incorporate “Unpaid Holidays for Reasons of Faith or Conscience” to its Personnel Guidelines which shall read as follows:

“Under Washington law all employees are entitled 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.” If you wish to be compensated for the time off, please follow the policies for using accrued vacation, compensatory time or other paid time off.

The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with their supervisor or department director. If an employee prefers to take two unpaid holidays on specific days, the employee may be allowed to take the unpaid holidays selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term “undue hardship” has the meaning contained in the rule established by the Office of Financial Management.

If you seek to take a day off or a partial day off under this law, you must submit a written request to your supervisor or department director at least two weeks in advance. Note that a partial day off will count as a full day toward your yearly allotment of two days. Untimely requests will be considered if you can demonstrate that timely notice was not possible under the circumstances. You will normally receive a response within seven days of receipt of your request. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee’s supervisor or department director. The employee’s supervisor or department director shall evaluate the requests by considering the scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of “undue hardship” developed by rule of the Office of Financial Management.”
Section 2. If and when administrative or State law changes are necessary to Section 1 above, it will be addressed as part of regular review and by amendment(s) to the Personnel Guidelines which are conducted administratively.

PASSED by the City Council this 21st day of July, 2014.

APPROVED:

[Signature]
PAUL WINTERSTEIN, COUNCIL PRESIDENT

APPROVED by the Mayor this 21st day of July, 2014.

APPROVED:

[Signature]
FRED BUTLER, MAYOR

ATTEST:

[Signature]
CHRISTINE EGGERS, CITY CLERK

APPROVED AS TO FORM:

[Signature]
OFFICE OF THE CITY ATTORNEY

RESOLUTION NO: 2014-11
AGENDA BILL NO: 6865
DATE PASSED: 7/21/2014
### Resolution No. 2014-11

**AB 6865**

**Subject:** Unpaid Holidays for Reason of Faith or Conscience or Organized Religions Denomination (SSB 5173)

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(Reviewed by City Clerk) (Date 7/16/14)

Megan Gregor 

Date: 7/16/14