



CLARK COUNTY STAFF REPORT

DEPARTMENT: Human Resources

DATE: June 10, 2014

REQUEST: Approve by Resolution Unpaid Days off for "Reason of Faith or Conscience"

CHECK ONE: X Consent CAO

BACKGROUND

The State of Washington passed SSB 5143, which modifies RCW 1.16.050 (Legal Holidays and legislatively recognized days) respecting holidays of "Faith and Conscience." This new holiday also includes employees attending organized activities conducted under the auspices of a religious denomination, church, or religious holiday. This new type of holiday provides up to two (2) unpaid days off per year; paid leave cannot be substituted for unpaid leave. Employees will need to identify the days off and make a written request at least two (2) weeks in advance. Requests will generally be approved except where the time off could cause an undue hardship. The definition of undue hardship is to be determined by the State of Washington - Office of Financial Management. Guidelines have not been determined as of the date this staff report is written. A Human Resources policy has been developed to establish the rules and guidelines for managers and is attached to the Staff Report for approval.

COMMUNITY OUTREACH

Community outreach was not a consideration; this is a result of State law.

BUDGET AND POLICY IMPLICATIONS

There is no budget implication because the days off are unpaid. A new Human Resources policy has been written in compliance with the law.

FISCAL IMPACTS

Yes (see attached form) No

ACTION REQUESTED

Approve by Resolution the addition of two (2) unpaid holidays for time off for reasons of Faith or Conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious holiday.

DISTRIBUTION

Francine Reis, Human Resources Director
Kathy Meyers, Benefits Manager

Francine Reis
Francine Reis, Human Resources Director

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Approved: Tom Melke
CLARK COUNTY
BOARD OF COMMISSIONERS

June 10, 2014
SR 117-14

RESOLUTION NO. 2014-06-09

WHEREAS, the State of Washington passed SSB 5143, modifying RCW 1.16.050 (Legal Holidays and legislatively recognized days) providing unpaid days off for reasons of Faith or Conscience; and

WHEREAS, this policy is effective June 12, 2014; and

WHEREAS, employees are eligible for two (2) unpaid days off 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 holiday;” and

WHEREAS, each request for time off shall be considered on a case by case basis in consideration of the appropriateness of the request and the County’s ability to provide services; and

WHEREAS, Human Resources Policy No. 11 (Benefits) outlines the provisions of the “Unpaid Holiday for Reasons of Faith or Conscience” setting forth the rules for application and determination of any request.

NOW THEREFORE, BE IT RESOLVED, by this Clark County Board of Commissioners that we do hereby approve the policy providing two unpaid holidays per year for reasons of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious holiday.

DATED this 10th day of June, 2014.

BOARD OF COUNTY COMMISSIONERS
FOR CLARK COUNTY, WASHINGTON


Attest:


Clerk of the Board

By 
Tom Mielke, Chair

Approved as to Form Only
ANTHONY F. GOLIK
Prosecuting Attorney

By _____
David Madore, Commissioner

By 
Deputy Prosecuting Attorney

By _____
, Commissioner

Policy No. 11.0	Benefits	Page
Policy Sections:		Effective: 01/01/2013
11.1 Insurance Eligibility		Amended: 06/12/2013
11.1A Domestic Partner Insurance Coverage		
11.1B Family Status Changes		
11.1C Survivor's Benefits Due to Death of Employee		
11.1D Health Insurance Continuation Due to Disability		
11.2 County 457 Deferred Compensation Plan		
11.3 COBRA – Continuation of Benefits		
11.4 Retiree Health Care		
11.5 Holidays		
11.5A Holiday Pay		
11.5B Floating Holidays		
11.6 Sick Leave		
11.7 Vacation		
11.8 Paid Time Off (PTO)		
11.9 Leave Donation Program		
11.10 Nursing Mother's Support		
11.11 Faith or Conscience Time Off		

11.11 FOR REASONS OF FAITH OR CONSCIENCE

PURPOSE:

To provide employees to up to two (2) unpaid days off 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 holiday.”

SCOPE:

This policy is established in accordance with state law effective June 12, 2014.

DEFINITIONS:

Employee – a regular full-time, part-time, job-share or project employee.

POLICY:

An employee may take up to two (2) unpaid calendar days off upon approval by their Department Head or Elected Official or their designee. Partial day absences will count as a full day toward the yearly allotment of two days.

On January 1 of each year employees are eligible for two days. New employees are eligible for two days upon their hire date. Unused days expire on December 31; they do not accumulate year to year.

Paid days are not substituted for unpaid days under this policy. Employees who want to take time off using vacation or PTO must request a day in accordance with County Policy or their respective collective bargaining agreement, and their department's request procedures.

REQUESTING TIME OFF

Employees may request time off under this policy by submitting the “Unpaid Time Off for Reasons of Faith or Conscience” leave request form to their Department Head or Elected Official or their designee. This form must be submitted at least two weeks in advance of the need for leave unless it can be demonstrated that timely notice was not possible.

The request must include the following information to be considered:

- the day(s) or partial day(s) being requested
- a sufficient description of the reason for the leave
- if the request is untimely, the reason why it was not possible to submit the request in a timely manner

The request may be denied if:

- it was not submitted in a timely manner, or
- the reason for the requested leave is not appropriate under the law, or
- the two (2) days have been taken for the calendar year, or
- granting the request would cause an undue hardship; or
- the employee is necessary to maintain public safety.

**UNPAID TIME OFF FOR REASONS OF FAITH OR CONSCIENCE
LEAVE REQUEST FORM**

Name: _____ Date of Request: _____

Days off Requested: _____ Start Time: _____ End Time: _____

State Reason for Request: _____

Please note: Partial day leave use is counted as one full day allotment per calendar year.

Request Granted: ____

Request Denied: ____

Reason for Denial:

Signature

Date

Request Granted: ____	Request Denied: ____
Reason for Denial:	

Signature	Date