

GRAYS HARBOR COLLEGE
Operational Policy

Subject: EMPLOYEE ABSENCES FOR HOLIDAYS OF FAITH AND CONSCIENCE Page 1 of 1

Operational Policy Number: 634

Date adopted: 6/15

As required by RCW 28B.10.039 College employees are entitled 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 may take their unpaid holidays on the specific days desired unless an employee's absence would impose an undue hardship on the college or the employees are necessary to maintain public safety. Undue hardship is defined by WAC 82-56-020.

Seniority will not be impacted by absences authorized under this policy. Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal. The employee may choose to use paid leave in lieu of leave without pay if they have paid leave available to them. Employees shall request the holiday for reason of faith or conscience at least two-weeks in advance of any desired holiday unless the purpose of the holiday was not known until later. Employees shall request unpaid holidays following the same procedure as requesting any other leave.