

RESOLUTION NO. 14-982

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BLACK DIAMOND, KING COUNTY, WASHINGTON  
ADOPTING A POLICY FOR UNPAID HOLIDAYS FOR  
REASONS OF FAITH OR CONSCIENCE**

**WHEREAS**, the City Council finds that Legislation (SSB 5173) passed during the 2014 session entitles local and state government employees to two unpaid holidays per calendar year "for reasons of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church or religious organization"; and

**WHEREAS**, employees may select the specific days to take as unpaid holidays under this new law after consulting with his/her supervisor and under the guidelines adopted by local ordinance or resolution; and

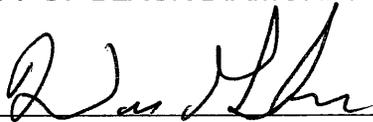
**WHEREAS**, the employer must allow the employee to take these specific days as unpaid leave unless his or her absence on these days would impose an undue hardship on the employer or the employee is necessary to maintain public safety; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

**Section 1.** The City Council hereby adopts Exhibit A as the City's Unpaid Holidays for Reasons of Faith or Conscience Policy.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 16TH DAY OF  
OCTOBER, 2014.**

CITY OF BLACK DIAMOND:

  
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Dave Gordon, Mayor

Attest:

  
Brenda L. Martinez, City Clerk

## EXHIBIT 'A'

### UNPAID HOLIDAYS FOR REASONS OF FAITH OR CONSCIENCE

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.

The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has 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 possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of 14 calendar days prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any of a qualified substitute, and consideration of the means of 'undue hardship' developed by rule of the Office of Financial Management.

The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.