

**EMPLOYEE HOLIDAYS FOR
REASON OF FAITH OR CONSCIENCE**

PROCEDURAL GUIDELINES

1. Eligible College employees may take up to two (2) 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.
 - a. Administrative/Exempt and Classified staff may use accrued compensatory time, personal holiday, or vacation leave in lieu of leave without pay for this purpose. All requests to use compensatory time, personal holiday, or vacation leave must indicate the leave is being used in lieu of leave without pay for reasons of faith or conscience.
 - b. Each holiday taken under this policy must be taken as a whole day (i.e. the day may not be divided into hours or taken piecemeal).
2. Leave without pay will only be denied if the employee's absence would impose an undue hardship on the Employer as defined in WAC 82-56-020, or if the employee is necessary to maintain public safety.
3. An employee's seniority date, probationary period, or trial service period will not be affected by leave without pay taken for a reason of faith or conscience.
4. Employees are required to identify at the time of the request that the leave will be for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

DEFINITIONS

"College Employees" shall mean all permanent and/or temporary staff, faculty and administrators currently employed at Shoreline Community College.

Approved by:
 College Council.10/07/14
 Executive Leadership Team. 10/21/14
 Reviewed by:
 Board of Trustees10/29/14